Student Information Guide 1983

Gippsland Institute of Advanced Education
PRINCIPAL DATES - 1983

SEMESTER ONE - Monday, 21 February - Friday, 24 June, 1983
SEMESTER TWO - Monday, 18 July - Friday, 25 November, 1983

JANUARY

3 New Year's Day holiday
14 Applications close for re-enrolment to all courses
31 Australia Day

FEBRUARY

4 Internal Timetable published
14 AUAC Enrolment Day
19/20 Weekend School
21 Semester One begins
25 Last day to withdraw from courses and receive a full refund of fees for
16/17 Weekend School
18 Semester Two begins

MARCH

14 Labour Day
18 Last day to withdraw from Semester One and full-year units
19/20 Weekend School

APRIL

1 Good Friday
4 Easter Monday
5 Easter Tuesday
16/17 Weekend School
25 ANZAC Day
29 Draft Examination Timetable sent to students
30 Annual statistics

MAY

7/11 Vacation School
9/13 Mid-Semester Vacation
9/20 Victorian Education Department school holidays
16/22 Australian Vice-Chancellor's Common Week (no teaching)
23 Last day to return applications for examinations
27 Final Examination Timetable sent to students

JUNE

4/5 Optional Weekend School
13 Queen's birthday
13/19 Study vacation/Examinations (except Engineering)
24 Examinations end

JULY

11 Boards of Examiners: Social Sciences - 9.30
Results out

AUGUST

12 Last day to withdraw from semester two units
20/24 Vacation School
22 Victorian Education Department school holidays
22 Mid-semester vacation begins
26 Mid-semester vacation ends
29 AUAC Common Week begins (no teaching)

SEPTEMBER

2 AUAC Common Week ends
30 Draft Examination Timetable sent to students

OCTOBER

1/2 Weekend School
21 Last day to return applications for examinations
29 AUAC Applications closing date for full-time Undergraduate courses, 1984

NOVEMBER

1 Final Examination Timetable sent to students
7/13 Study vacation
14/27 Examinations

DECEMBER

12 Boards of Examiners: Social Sciences - 9.30
13 Boards of Examiners: Applied Science - 12.30
Results out

PUBLIC HOLIDAYS WITHIN SEMESTER

LABOUR DAY - Easter Monday
EASTER DAY - Good Friday
ANZAC DAY - April 25
QUEEN'S BIRTHDAY - Proposed Date

- Proposed Date: 1st day of Semester One.
- 21 February 1983.
# PERSONAL TIMETABLE

## SEMESTER ONE

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The Institute offers courses leading to the following nationally accredited awards:

### Degrees
- Bachelor of Applied Science
- Bachelor of Arts
- Bachelor of Business
- Bachelor of Engineering (Electromechanical, Electrical, Mechanical, Civil)
- Bachelor of Education (Primary, Secondary, School Librarianship)
- Bachelor of Arts in Fine Arts

### Diplomas
- Diploma of Applied Science
- Diploma of Arts (no new enrolments)
- Diploma of Business (no new enrolments)
- Diploma of Teaching
- Diploma of Visual Arts

### Associate Diplomas
- Associate Diploma in School Librarianship
- Associate Diploma in Welfare Studies
- Associate Diploma in Engineering Supervision
- Associate Diploma in General Administration
- TAFE Certificate in Community Welfare

### Post-Graduate Diplomas
- Graduate Diploma in Education
- Graduate Diploma in Visual Arts
- Graduate Diploma of Counselling Psychology
- Graduate Diploma in Art Education
- Graduate Diploma in Education Administration
- Graduate Diploma in Labour/Management Relations

*subject to approval or accreditation*
ACADEMIC STAFF LIST 1983

Schools of Business and Social Sciences
Department:
Dean: Kevin W. Hince, BCom,DipEd(Melb)

School of Business
Head: Ian W. Roberts, BCom(NSW),MBA(Syd),AASA(Senior),ACIS.

ACCOUNTING

Principal Lecturer: Ian W. Roberts, BCom(NSW),MBA(Syd),AASA(Senior),ACIS.
Senior Lecturer: Maitland J. Vertigan, BCom(Tas),AASA.

Lecturers: Reginald W. Boyd, FASA,NET,ACCA,AIIM.
Allan C. Purnell, BBus(Vic),AASA(PVN).
Nick J. Watson, BCom(NSW),AASA,ATIA.

SCHOOL OF BUSINESS

Senior Tutor: Kevin J. W. Hince, BCom(NSW),MBA(Syd),AASA(Senior),ACIS.

Lecturers:
- John W. Benson, BSc,MEC(Enschede),MA(Melb),TSTTC.
- John M. Etheredge, BA(Hons),MA,MAPs,MPMA,AIM.

BUSINESS LAW

Senior Lecturer: Venturino G. Venturini, BA,LLlitt,EJ,D,SoSocDip(Ferrara),LLM(Notre Dame).

Albert L. Moore, BA,DipEd(Syd),LLB(Melb).

ECONOMICS

Senior Lecturer: Michael J. Crowley, BSc(LaT).

Lecturers: William F. Battersby, MEC(Monash).
Ian A. Gibson, BSc,BA(Monash).

Tutor: Rhonda M. Jacobs, BBus.

SCHOOL OF SOCIAL SCIENCES

Head: Peter K. Harwood, MA(Auck),DipSocWk(Well).

ENGLISH

Senior Lecturers: Bryan E. Coleborne, MA,DipEd(NE),PhD(NUI).
- Patrick V. Morgan, BA(Melb).

Lecturers: Neil C.W. Courtney, MA(Melb),GradDipEd.
Michael Griffiths, BA(Wales),BAAS,EAA,MBI,MLA.
R. Neil Hanley, BA(NcLe,Sydney).

POLITICS

Lecturers: Peter Parage, LLB(Melb),MA(Leeds).
Peter C. Kerr, BA(Melb),PhD(Monash).

PSYCHOLOGY

Principal Lecturer: Gavin F. Hoad, BA,EDEd(Melb),ED(Manit),PhD(Indiana).

Senior Lecturer: Anam Kumar Pal, MSc(Cale),PhD(Birm),MAPs,LIB(Edn).

Lecturers: Christopher O. Fraser, BSc,PhD(Cantuar),MAPs,NZPs.

Anthony W. Love, MA(Melb),MAPs.
Abu Kamal Abdul Rahman, BA(Hons),MA(Rajah),MA,PhD(McGill),
MAPs,MBPA,MASSBI.

Tutor: Joseph Kavanagh, BSc(Hons)(NSW).

SOCIOLOGY

Senior Lecturers: Ian V. Hamilton, BSc(Melb),BD(MC),MT(Alberta),DipCE,DipTRP.
Daryl E. Nation, BA,Med(Melb).
Parimal Kumar Roy, MA(Ranchi),PhD(Ranchi).

Anthony J. Peterson, BA(Wash).
A. Marianne Robinson, BA(Monash).

WELFARE STUDIES

Principal Lecturer: Peter K. Harwood, MA(Auck),DipSocWk(Well).


Tutor: Trevor A. Caldwell, BA.

Schools of Art and Education
School of Visual Art
Head:

Dean: Alan G. Maclaine, MA(TAS),BEd(Melb),PhD(Lond),AANSA,TTCE,MAPs,FACE.

SCHOOL OF ART

Senior Lecturer: Karen K. Bensley, MA(Auck),MAE,MAEd.

Lecturers:
- Hedley T. Potts, FRTA,FATP,APTCP,APTP.

Senior Tutors:
- Jacek Orzelecki, DipFineArt,GradDipFineArtVCoftheArts.
- Ewan L. Heng, DA(Dundee).

Tutors:
- Kaye L. Green, BA(ToCae),TTCE(Hobart),MA(New Mexico).
- Kiyoshi Ito, Colin A. Suggett.

School of Education
Head: L. John Cartledge, BA,DipEd(Tas),MEd(James Cook),TTCE,MACE.

Senior Lecturers: Graham W. Detrick, BA,BEd(Qld),NS,PhD(Towcester),TTCE,MACE.

Lecturers: Kathleen L. Frost, BA(Auck),DipNHEE,ANZAA,ATCL,STAY,IAEL,IFLA,VALA.

Senior Tutor:
- Terry D. Evans, CertEd(BEd(Hons)(Sussex),MEd,PhD(Monash).

Tutor: Patricia A. Patten, ALA.

Schools of Engineering and Applied Science
Dean: Neil W. Terrill, MSc(Brist),DipAppChem,TTCE,ARACI,FAIE.

School of Engineering
Head: R. Cameron Plowman, BE(Melb),ME(Vic),DipEd,TTCE,FIEAust.

Senior Lecturers:
- Kevin R. Calk, AMRT,ElectEng,Engr(Vic),MSc(Manc),MIEE,MIEE.
- Keith E. Enders, MEngSc(Nie).

Graham J. Harrison, BE,EngSc(Melb),DipEd,TTCE,SMIEE,MIEE,MIEAust.

Patrick J. Loftus, BSc(Eng)(London),BA(Vic),EngSc(NSW),CEng,
MICE(UR),MIEAust.

Jean-Christophe Ochsenbein, Lie-Sc(Phys)(Stras),BEd(NurLinstrum),
DrPhys(Louis-Pasteur,Stras).

Tutor: Ian J. Spark, MSc,Phd(Melb).

School of Engineering and Applied Science
Dean: Neil W. Terrill, MSc(Brist),DipAppChem,TTCE,ARACI,FAIE.

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DrPhys(Louis-Pasteur,Stras).

Tutor: Ian J. Spark, MSc,Phd(Melb).

David Walker, BSc(Eng)(London),EngSc(Monash),CEng,NAE.
Lecturers:

Leonard Bradshaw, BSc(Hons) (Sal) (UK), MSc(Man) (Eng), MINE, MIPlantE.

Richard W. Hart, BEng(Vic), DipEd(Monash), GradIEAust.

Rodney I. Macleod, ARMIT(CommEng), TTPC, MIEE.

Alexander W. Maitland, Eng, MIProdE (Lond), MIQA.

John F. O'Sullivan, BEng(Swin), MIEAust.

Leon I. Bostic, MEngSc(Monash), DipCE.

Geoffrey V. Vains, BEng(Vic), PhD(Adel), DipME, GradIEAust.

Peter J. Walker, BECivil(Whb), MEngSc(Whb), GradDiplMunEng.

School of Applied Science

Head: Barry T. Dunstan, DipAppChem(ASHE), MSc(Monash), TTPC, ARACI, MAIE.

Principal Lecturer: Barry T. Dunstan, as above.

Senior Lecturers:

Keith G. Hamilton, MSc, DipEd(Whb), TTPC, MAIP, MAPS, MAA.

John A. Harris, MSc, DipEd(Whb), ARACI, MAIE.

Ray J. Hodges, BSc(Hons) (Ncle, NSW), PhD(NSW), ARACI, MAIE, FAIPet.

Martin A. Hooper, BSc(Hons), PhD(Adel), DipDipT(Eng), ARACI, MAIE.

Gupta Balkunth Nath, MEngSc(Eng), PhD(Adel), FSS, MAA, MASA, MIP.

Phillip R. Raymont, MSc, PhD(Whb), FSS.

Stephen G. Abbot, MEngSc(Ncle, NSW), ARMIT(AppPhys), MAAS, GradDiplTTPC.

David R. Fox, MAppSc(CTT).

Phillip J. Higgins, BSc, DipEd(MSc(Whb), MAIP, MAIE, MAAM, MASA.

Leonard K. Makin, BSc, DipEd(MSc(Whb), MACE(Eng), MSc(Oxford, UK), MSc(Whb), MEngSc(Whb), MAIE, MAAM.

Paul E. Nash, BSc, PhD(Monash).

MACS.

Alan J. Rahilly, MSc(Whb), PhD(Syd).

Lesley N. Smale, BSc(NZ), BSc(Otago), MSc(Hons)(Otago), PhD(Adel), DipDipE(ENG), MAAE, MAIE, MAAM.

Robert D. Teasdale, BSc(Whb), BSc(Hons)(Monash), MSc(AUS), ABBE.

Listing of Staff and Qualifications

The conventions of the Commonwealth Universities Yearbook have been followed generally in listing the names, degrees and other qualifications of staff at the Institute.
### PRINCIPAL DATES - 1983

**SEMIESTER ONE** - Monday, 21 February - Friday, 24 June, 1983  
**SEMIESTER TWO** - Monday, 13 July - Friday, 22 November, 1983

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<td>Boards of Examiners: Social Sciences - 9.30;</td>
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<td>Business - 3.30;</td>
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<td>Visual Arts - 12.30;</td>
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<td>Last day to withdraw and receive full refund of fees</td>
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<td>MARCH</td>
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<td>Vacation School</td>
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<td>Victorian Education Department</td>
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<td>ANZAC Day</td>
<td>Mid Semester vacation begins</td>
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<td>AVCC Common Week begins (no teaching)</td>
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<td>NOVEMBER</td>
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<td>Study vacation</td>
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<td>28</td>
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<td>DECEMBER</td>
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<td>Optional Weekend School</td>
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<td>7/11</td>
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<td>Vacation School</td>
<td>Last day to return lecturers' exam lists</td>
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<td>Mid Semester vacation</td>
<td>Boards of Examiners: Social Sciences - 9.30;</td>
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<td>13</td>
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<tr>
<td>Queen's Birthday</td>
<td>Applied Science - 12.30;</td>
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<td>13/19</td>
<td>12</td>
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<tr>
<td>Study vacation/Examinations</td>
<td>Business - 3.30;</td>
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<td>(except Engineering)</td>
<td>Visual Arts - 12.30;</td>
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<td>Examinations end</td>
<td>Engineering - 3.30;</td>
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<td>Examination marking begins (except Engineering)</td>
<td>Results out</td>
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### MAIN INFORMATION SOURCES

**Academic Registrar's Office** - Contact Peter Charles or Jenny Hill in the Student Liaison Area located on the First Floor of the main building in Room 18204. The Academic Registrar's office provides a centralised information service for current and intending students. All enquiries and problems relating to student admission, enrolment, continuation, assessment, graduation and student records should be directed initially to the Academic Registrar.

The Academic Registrar's office is open from 9.00 a.m. to 5.00 p.m. on weekdays, and from 9.00 a.m. to 12 noon on most Saturdays during Weekend Schools.

**External Studies** - Contact Clive Vernon in the Student Liaison Area located on the First Floor of the main building in Room 18204. External Studies provide a centralised service for current and intending external students. All enquiries and problems relating to external studies should be directed to the Co-ordinator, External Studies. The External Studies Area is open from 9.00 a.m. to 5.00 p.m. on weekdays, and 8.45 a.m. to 5.00 p.m. on Weekend Schools.

**Course Advisers** - The Schools of the Institute appoint a member of staff to act as course adviser to students enrolling in that particular course. The course adviser will give advice to the student in drawing up his study programme and in deciding in what order he should take the units that comprise his course programme. He will also be able to advise the student on any variation in his study programme.

Your Course Advisers for 1983 are:

<table>
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<tr>
<th>SCHOOL</th>
<th>AREA</th>
<th>ADVISER</th>
<th>PHONE</th>
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<tr>
<td>Applied Science</td>
<td>Applied Chemistry/Physical Science</td>
<td>Keith Hamilton</td>
<td>220251</td>
</tr>
<tr>
<td>Arts</td>
<td>Operations Research/Computing/Mathematics</td>
<td>Phil Rayment</td>
<td>220397</td>
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<tr>
<td>Business</td>
<td>Business</td>
<td>Bill Battersby</td>
<td>220322</td>
</tr>
<tr>
<td>Education</td>
<td>Graduate Diploma in Education</td>
<td>Viv Clarke</td>
<td>220363</td>
</tr>
<tr>
<td></td>
<td>Diploma of Teaching</td>
<td>John Pearson</td>
<td>220362</td>
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<tr>
<td></td>
<td>Bachelor of Education (Primary)</td>
<td>Allan Box</td>
<td>220391</td>
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<tr>
<td></td>
<td>Bachelor of Education (Secondary)</td>
<td>Philip Edwards</td>
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<td>School Librarianship</td>
<td>Laurie Yee</td>
<td>220361</td>
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<tr>
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<td>Graduate Diploma in Educational Administration</td>
<td>Les Gordon</td>
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<td>Cam Plowman</td>
<td>220381</td>
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<td>Ian Spark</td>
<td>220387</td>
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<td>Visual Arts</td>
<td>Hedley Potts</td>
<td>220280</td>
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<tr>
<td>Welfare</td>
<td>Welfare</td>
<td>Gordon Dawber</td>
<td>220365</td>
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</tbody>
</table>
Notice Boards

The official notice boards located in the central reception foyer provide the main means by which the Institute communicates important information such as the semester timetable for study units and examination timetables, etc.

Orientation

The Orientation serves as an introduction to the Institute during which new and continuing students, teaching staff and administrative staff are available to provide information on all aspects of college life for new and continuing students. Orientation includes a wide variety of activities including forums and discussions about studying at the Institute, involving staff and students, tours of campus and local areas, introduction to equipment and facilities available to students, cultural and sporting events, etc. A detailed programme of Orientation events will be available to students in early February.

Reception Desk

Newcomers to the Institute are advised to make enquiries initially at the General Reception Desk located in the main building at the entrance foyer.

EXTERNAL STUDIES

For further details on External Studies please refer to the Guide to External Studies at G.I.A.E. 1983. This booklet is available free of charge from:

John Maynard
Academic Registrar
Gippsland Institute of Advanced Education
Switchback Road
CHURCHILL 3842

ADMISSION TO A COURSE

Applicants for admission are administered through the Institute's Academic Registrar. The Institute's admissions policy aims at the admission of able, highly motivated students and seeks to encourage students of mature age whose academic qualifications may appear to be formally incomplete. In considering an application for admission the Institute may take into account also the applicant's purpose and motivation for undertaking the course of study, his extra-curricular interests and recommendations from referees.

Admission Requirements

Applicants who meet tertiary education requirements at HSC or TOP or other year twelve equivalent; or who are over 21 years of age and have an appropriate academic and employment background; or who have gained qualifications approved by the Institute, are eligible for admission to diploma or degree courses at the Institute.

Application for Admission

New Applications - Part-time and External

Applications for part-time and external study must be made on the appropriate admission form, available on request from the Academic Registrar, and should be lodged, together with a record of fees paid (i.e. $50.00 part-time, comprising of Union Fees $40.00 and General Service Fee $10.00), with the Academic Registrar. Applications should be made by 29 October 1982. Quota restrictions could apply to some courses and units, and applications received after that date may not be considered.

Applicants seeking admission to the Institute for the first time should include the original documentary evidence of their entrance qualifications. Applicants who have changed their names since the receipt of their qualifications are required to include documentary evidence of their change of name.

Applicants seeking admission under the mature age provision should include the original references from their employers, and/or a reference from a suitably qualified person who can assess their ability to undertake a course of study at tertiary level.

NOTE: Incomplete applications will be returned unprocessed to the applicant with a request for the necessary documentation. This may delay the receipt of the completed application beyond the closing date, and may result in the applicant's failure to gain a place in the Institute.

New Applications - Full-time Internal

Applications for full-time, internal study must be made through the Secretary, Victorian Universities Admissions Committee (V.U.A.C.), 40 Park Street, South Melbourne, 3205. V.U.A.C. application forms are available from the Secretary at the above address.

The following conditions apply to Undergraduate applications through V.U.A.C.:

(i) Normal closing date for applications is 29 October, 1982;

(ii) Late applications forwarded after 30 October 1982 to 31 December 1982, should be accompanied by a late fee of $10.00 payable to V.U.A.C.;

(iii) Applications forwarded after 31 December 1982 to 21 January 1983, should be accompanied by a late fee of $15.00 payable to V.U.A.C.

Students are strongly urged to read carefully pages 3 to 11 of the V.U.A.C. Guide to Prospective 1983 Students for further information regarding selection.

The following conditions apply to Diploma in Education applications through V.U.A.C.:

(i) Normal closing date for applications is 19 November 1982;

(ii) Late applications forwarded up to 3 December 1982 should be accompanied by a late fee of $10.00; after 3 December 1982 a late fee of $15.00;

(iii) It is possible to lodge a late application after 3 December 1982, and also after 21 January 1983 - you may list a course provided you have obtained the special authorisation form.

New Applications - Single Subject

Applications for Single Subject must be made on the appropriate admission form, available on request from the Academic Registrar, and should be lodged together with fees paid (i.e. $50.00 for each unit of one semester duration, $100.00 for each unit of two semesters duration) with the Academic Registrar. Applications
should be made by 29 October 1982. (Students may elect to pay the relevant Union Fee if they wish to take advantage of the benefits of Union Membership.)

New Applicants - Interviews

With some courses the Dean may require an interview with applicants. Applicants to those courses which require an interview and/or a folio of work, shall be advised to contact the Dean (through the Academic Registrar, if necessary) to arrange a convenient time for an interview.

Deferred Entry

A person who has been offered a place in a course and does not wish to take up the offer immediately may apply for deferment of the offer. Application for deferment must be made as a written request to the Academic Registrar, for consideration by the Dean, and must be supported by a clear statement of the reason(s) for seeking deferral, together with any supporting evidence. Deferment will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters, and only for entry to the particular course for which the original offer was approved. Applicants who have been granted deferment will be informed in writing by the Academic Registrar.

Enrolment - Full-time, Internal - V.U.A.C.

Applicants who have applied through V.U.A.C. will receive a card from V.U.A.C. advising them of the offer of a place and when they should attend the Institute for interview and enrolment. Applicants should note that the V.U.A.C. card must be presented at the time of enrolment. Such applicants should note that a fee of $75.00 (comprising a Union Fee of $60.00 and General Service Fee of $10.00) must be paid at the time of enrolment.

Confirmation of Enrolment

Once applications have been processed and approved, students will receive a letter confirming the course and units for which they are officially enrolled. Students are expected to check that the confirmation of enrolment is correct in every particular. Any queries regarding the information contained in the letter should be directed immediately to the Academic Registrar.

CONTINUATION OF YOUR COURSE

Continuing students (internal, external and part-time) are required to lodge their applications for re-enrolment, together with a record of fees paid, with the Academic Registrar no later than 14 January 1983. Application forms for re-enrolment are available on request from the Academic Registrar's office. The Dean may consider students' end-of-year assessment results when approving re-enrolment applications, and students will be advised of any necessary adjustments to their study programme.

A student who has previously been enrolled and has withdrawn from a College course or has been excluded from a College course and seeks re-admission in 1983 should follow the admission procedures outlined for new students.

Penalty for Late Enrolments

Applications for re-enrolment after 15 January shall incur a late enrolment penalty of:

$15.00 for re-enrolment applications received after 15 January but before 31 January;

$25.00 for re-enrolment applications received after 31 January but before 28 February.

NOTE: The appropriate amount must accompany the late application.

No re-enrolment application received after 28 February will be approved for continuation in first semester.

Changes in Personal Particulars

Students who change their name, term address, or permanent address, should notify the Academic Registrar by completing the appropriate form, available on request from the Academic Registrar's office. A term address is that address by which a student may be contacted during the semester.

Identity Cards

Identity Cards will be issued to all students on enrolment or re-enrolment. These must be carried at all times when the student is on-campus and will be necessary for borrowing books from the Library or claiming for student concessions and examination room entry. It must be shown on demand by officers of the Institute.

Course Changes and Deferred Studies

Alterations to Enrolment

Students must notify the Academic Registrar, using the form available from the Academic Registrar's office, of any change in their selection of units, or discontinuance of any or all of their units. Any change requires the approval of the Dean before it can be acted upon. No change of course or unit will be accepted after the fourth week of the semester in which the unit or course is offered, unless express permission is obtained from the Dean. Enrolment in all external units in any semester close two weeks after the start of semester.

Withdrawal from Internal Units or Courses

(a) First Semester: 18 March 1983 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in either first semester or the full year.

(b) Second Semester: 12 August 1983 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in second semester.

In all other cases the unit enrolment will be carried forward to the examination period and probably receive the 'N' - not satisfactorily completed - result.

Deferred Studies

A student wishing to temporarily discontinue his studies may apply for deferment of his place in the course. Applications for deferments must be made as a written request to the Academic Registrar, for consideration by the Dean and must be supported by a clear statement of the reason(s) for seeking deferral, together with any supporting evidence. Deferral will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferment will be informed in writing by the Academic Registrar.
Assessment and Examinations

Results awarded for each unit represent a total assessment of the student's performance in such written examinations, assignments, classwork, practical or other work as prescribed for that unit by the Dean. Students should be fully aware of the methods of assessment prescribed for each unit they undertake.

Special Consideration

If a student is hampered by illness or other serious cause which may have adversely affected his academic performance, the student is advised to apply to the earliest possible opportunity to the Academic Registrar, with supporting evidence (such as a doctor's certificate), if he wishes to have such illness or cause taken into account in the assessment of his work.

Appeal

All assessment matters are under the jurisdiction of the Board of Examiners and final results are determined after careful consideration of the student's overall performance. In addition to provision of special consideration which already exists, students who feel concerned about their assessment at any time during the year should initially consult with the lecturer concerned and, if they remain dissatisfied, they should seek consultation with the Dean. Students are reminded that they should initiate consultation with their lecturers to maintain a check on their own progress and general status within the course.

Examinations Timetable

A draft timetable will be issued to each student five weeks before the appropriate examination period and a final timetable will be issued two weeks before the examinations. Draft timetables should be checked carefully and any clashes reported to the Academic Registrar. Times of all examinations indicated on the final timetable should be noted carefully. There is no entitlement to special consideration on the grounds of misreading the timetable.

Examinations at Approved Outside Centres

Together with the draft timetable mentioned above, students will receive a list of examination Centres where G.I.A.E. examinations can be taken. Students will be requested to inform the Academic Registrar immediately of the Centre at which they wish to sit for the examination and the units for which an examination is required. Students who find themselves unable to sit for examinations at the Centres listed due to hardship, should advise the Academic Registrar immediately and apply for an alternative examination centre. Students who fail to nominate in the specified time may be required to attend the Institute.

Notification of Results

Assessment results will be mailed to each student as soon as possible after the end of the appropriate examination period. Results will be mailed to the student's latest address notified to the Academic Registrar. Under no circumstances will assessment results be given over the telephone.

Ununsatisfactory Progress

Students will be informed by letter if their academic progress is to be reviewed by a Dean. Such students may place before the Dean any information considered relevant, by writing to the Academic Registrar. Students may appeal against a decision in respect of unsatisfactory progress by writing to the Academic Registrar to that effect. The notification of appeal should be accompanied by any information which is considered relevant. Such appeals will be considered by the Admissions and Qualifications Committee.

Statements of Academic and/or Attendance Status

Students requiring special certification by the Academic Registrar of course and unit enrolments, examination results, or attendance status, should apply to the Academic Registrar on the prescribed form available on request from the Academic Registrar's office. The fee is $1.00 for each signed certificate and 20 cents for each additional signed copy of any certificate.

Graduation

Requirements and Procedures

Students who have satisfactorily completed all the requirements of the course for which they are enrolled or who are reasonably confident that, as a result of their performance in the end of year examinations, they will satisfactorily complete all the requirements of the course for which they are enrolled, are required to apply for the award of the appropriate diploma or degree. Students are advised to apply in November 1982, and certainly no later than 10 January 1983. Application forms are available on request from the Academic Registrar. Applications are closely checked against students' academic records and, if legitimate, are certified by the Dean.

The Graduation Ceremony will be held on 7 May 1983.

Candidates whose applications for an award are not certified by the Dean will be informed of their unsuccessful application. Candidates whose applications for an award are certified by the Dean, may expect to receive confirmation in March 1983.
CREDITS AND EXEMPTIONS POLICY

Existing policy has been developed by the Admissions and Qualifications Committee, and the following details should be understood as part of an evolving system for recognising successful study.

So as to distinguish between the various kinds of previous tertiary study that applicants may have undertaken, the Committee has adopted the following terms:

Credit: specified release from the requirements of a course on the basis of previous successfully completed and recognised tertiary studies or the equivalent, (e.g. the examination of recognised professional bodies), where close parity exists between previous and intending studies which permits specification of either the title(s) of the unit(s) or of the subject area level for which release is granted.

Exemption: unspecified release from the requirements of a course on the basis of previous successfully completed and recognised tertiary studies or the equivalent, (e.g. the examination of recognised professional bodies), where no clear parity exists between previous and intending studies which permits the specification only of the number of units for which release is granted.

Details are given under individual courses below.

The existing policy is that a student who has successfully completed units of study at a recognised tertiary institution may be granted credit and/or exemption towards the requirements of a course of this Institute for such studies as are adjudged by the Dean to be the equivalent of, or a satisfactory alternative to, studies in a course for which the Dean is responsible. It is emphasised that the granting of credits and/or exemptions is not an automatic procedure and is determined by the Dean according to the relevance of previous study and of any subsequent practical experience. In order to complete the requirements of a course at this Institute, candidates must complete at least the equivalent of one year of full-time studies in new studies approved by the Dean. At least one half of such new studies must consist of course work at the most advanced level required for the award.

Note: Courses Undertaken at Non-Tertiary Institutions

While candidates may not be granted formal credits or exemptions for studies completed at non-tertiary institutions, such studies may be used as a basis for negotiation with teaching staff for waiving course work requirements within any enrolled unit.

Diploma to Degree Conversion

Candidates who have completed a diploma at this Institute or at another recognised tertiary institution, may satisfy the requirements for the award of a degree in the same or equivalent field of study by completing such additional course work as may be approved by the Dean as sufficient to raise the level attained by the student at the diploma level to that required at the degree level.

Note: A student shall not repeat for credit towards the requirements of a course of this Institute any course work which he has already satisfactorily completed.

Recognition of Credits and Exemptions

Applicants should note that exemptions and credits granted by the Institute for its own awards may not be recognised by outside authorities and professional bodies such as the Teacher Registration Board, as meeting their requirements for registration or membership. Where there is any doubt applicants should contact the organisation or authority concerned to determine the status of any exemption or credit granted.

NOTE: Exemptions or Credits granted in one course are not automatically transferable to a different course.

Candidates for the undermentioned awards may be granted the following exemptions or credits:

Bachelor of Arts

The following credits and exemptions policy was adopted by the Board:

(a) The maximum allowance for a single completed tertiary qualification of three or more years should be the equivalent of one year's full-time study - eight units.

This allowance may be made up of unspecified exemptions and credits as previously defined in the Guide. Where units equivalent to B.A. units exist within the basic qualification, credit may be given up to a maximum of eight units.

Where no equivalence to B.A. units exists, four unspecified exemptions will be granted.

Preference will be given to granting credits rather than exemptions.

For qualifications completed at G.I.A.E., a maximum of sixteen credits and/or exemptions may be granted.

(b) Students who have completed a degree or additional tertiary qualification in addition to a three or four year first qualification may be granted two further units of unspecified exemption.

(c) Students with two year tertiary qualifications may be granted two units of unspecified exemption.

(d) Students who have completed a Graduate Diploma in Education at G.I.A.E. may be granted up to four credits (Education Units that are specified as being available in the Arts degree).

Associate Diploma of Welfare Studies

(a) Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half of the approved programme of studies shall consist of course work at the most advanced level required for the award.
Studies successfully completed with Institutions, other than Universities and Colleges of Advanced Education, will be considered individually in terms of course contact hours, course year, level, method of assessment and relevance.

(b) As a general guide the following credits may be approved by the Dean in Arts from such qualifications as the Bachelor of Arts degree:

(i) no distinction will be made between pre-1980 and 1980 completion;
(ii) 8 units of credit (2 units of first level Sociology, 2 units of first level Psychology, 4 other units drawn from an upper level Sociology and/or 2 units at upper level Psychology).

Diploma/Bachelor of Applied Science

Candidates with three and four year tertiary qualifications from Australian Colleges of Advanced Education and Universities may be granted an exemption of four units from the course requirements for the Diploma/Bachelor of Applied Science.

Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Dean. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Studies successfully completed with Institutions other than Universities or Colleges of Advanced Education will be considered in terms of course contact hours, course year, level, method of assessment and relevance. Applicants who hold a Certificate of Applied Science, such as in Laboratory Science or Medical Laboratory Technology, may be eligible, depending on course content and results obtained, for up to four units of exemption from the requirements of the Diploma/Bachelor of Applied Science as follows; two units of first level, one unit in Core Studies and one unspecified unit at any level.

Diploma of Arts (in Visual Arts)

The requirements for the abovementioned award consist of two components - course work in both visual arts and social sciences.

(a) Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Dean. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

(b) Candidates who have teacher training qualifications in arts and crafts may apply to the Dean to be considered for exemption from part of the requirements of the course.

(c) The social sciences requirements for the award can be satisfied in three possible ways:

(i) by the satisfactory completion of six units taken from the social sciences, business studies, education or other units taught within this Institute and which are approved by the Dean for this purpose, or
(ii) by receiving exemption of up to six units, for this purpose, on the basis of successful completion of an approved course of professional training at tertiary level, or
(iii) by receiving exemption of up to six units, for this purpose, on the basis of having an approved background comparable to (i) and/or (ii) above.

(d) Candidates seeking credits or exemptions from any of the requirements of this course must apply with the appropriate evidence to the Dean through the Academic Registrar as early as possible on being admitted to the course. A submission of recent art work may be required in support of any application for credit or exemption.

Diploma/Bachelor of Engineering

Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Dean. At least one half of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Bachelor of Business

(a) Candidates who are members of the following Professional Bodies may be granted a maximum of four (4) units of specific credit or unspecified exemption:

- Australian Society of Accountants;
- Chartered Institute of Accountants in Australia;
- Institute of Business Administration;
- Bankers' Institute of Australia;
- Chartered Institute of Secretaries and Administrators.

(b) Candidates who have completed a T.A.F.E. Certificate or are members of the Institute of Affiliate Accountants may be granted a maximum of two (2) units of specific credit or unspecified exemption.

(c) Candidates who have completed the Associate Diploma in General Administration at the Gippsland Institute of Advanced Education may be granted a maximum of four (4) units of specific credit or unspecified exemption.

(d) Candidates who have completed tertiary studies at the Degree or Diploma level may be granted a credit of eight (8) units but no more than four (4) units may be unspecified exemptions.

(e) Candidates who have partially completed a Degree Course may be granted a maximum of twelve (12) specific credits. Special consideration may be given to exceptions by the Board of Studies in Business.

(f) Candidates who have partially completed a Diploma Course may be granted a maximum of eight (8) specific credits.
Exemptions

(g) When determining credits and exemptions for any candidate, regard will be
given to the date when previous studies were completed.

Associate Diploma in General Administration

No credits or exemptions will be granted in this course for previously completed
studies.

Post Graduate Diploma in Labour/Management Relations

No credits or exemptions will be granted in this course for previously completed
studies.

Bachelor of Education/Diploma of Teaching/Associate Diploma in School Librarianship

Candidates may be granted exemptions from and/or credits towards course requirements
for previous study at recognised tertiary institutions, provided that in order
to qualify for an award from this Institute, candidates must complete at least
the equivalent of one year full-time of new studies approved by the Dean. At
least half of such new studies must consist of course work at the most advanced
level required for the award.

Each application for exemptions and credits is considered individually and must
include full details of previous studies, together with documentary evidence of
successfully completion.

Potential students please note the credit and exemption policy for the School
of Education is subject to review in 1983.

Exemptions:

Candidates with qualifications from recognised tertiary institutions may be
granted exemptions from course requirements as outlined below:

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<th>Entry Qualification</th>
<th>Maximum exemptions available towards</th>
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<td>Bachelor’s degree (or 3 year diploma) and Dip.Ed.</td>
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</tr>
<tr>
<td>Higher Diploma of Teaching (T.S.T.C.) (4 year)</td>
<td>13</td>
</tr>
<tr>
<td>Bachelor’s degree or 3 year diploma</td>
<td>8</td>
</tr>
<tr>
<td>3 or 4 year teaching qualification</td>
<td>N/A</td>
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<tr>
<td>2 year teaching qualification</td>
<td>14</td>
</tr>
<tr>
<td>1 year teaching qualification</td>
<td>6</td>
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</tbody>
</table>

Credits:

Candidates who have successfully completed approved studies at a recognised
tertiary institution may receive credit in respect of equivalent studies at
this Institute.

Candidates for the Associate Diploma in School Librarianship and the Bachelor
of Education (School Librarianship Strand) may also receive credit for T.T.L.C.
in respect of 4 School Librarianship units and for Library Administration
Registration papers which have been successfully completed, up to a maximum
of 4 units, as shown below:

<table>
<thead>
<tr>
<th>REGISTRATION PAPER</th>
<th>SCHOOL LIBRARIANSHIP UNIT</th>
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<tr>
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<td>406</td>
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GUIDE TO INSTITUTE SERVICES

Student Counselling

The Institute’s Student Counsellor is located in Room 1W203. Refer booklet
available from Student Counsellor.

The Library

The Institute Library is situated in Room 2N107 of the main building. Refer booklet
available from the Library.

Computer Services

The Computer Services Section is located in Room 2N217, main building. Refer
booklet available from Computer Services.

Banking Facilities

The National Bank of Australasia Limited, Morwell Branch, operates a branch agency
on-campus each Monday, Wednesday and Friday between 12.30 and 2.00 p.m. The bank
is located in Room 2N103 in the "Knuckle" area.
Co-op Bookshop

The University Co-operative Bookshop is located at Room 2N101 in the main building.

Cafeteria and Dining Facilities

The main dining area is open from at least 9.00 a.m. to 5.00 p.m. on all normal Institute work days (including Weekend Schools for external students), with provision for extended hours according to demand and special reservation.

Student Accommodation

The Institute has residential accommodation on its Churchill campus for 108 students. The on-campus accommodation is in self-contained units, each of which comprises 12 individual bed/study rooms with a share lounge/kitchen area, laundry and shower/toilet facilities. The units are fully furnished and students need only supply their own towels, crockery and cutlery. The charge per student place in 1982 was $17.00 per week plus a $50.00 refundable deposit. It is assumed that this charge will be maintained in 1983.

Gippsland Institute of Advanced Education Union

The G.I.A.E. Union office is located at Room 3N102. Information on the Union can be obtained from this Office.

Union Fees

Tuition fees are no longer charged, but the Australian Government has made this conditional upon Union fees being compulsory for all students. A two-tiered Union fee is in existence - one for full-time students and one for part-time students. The part-time student rate applies to students enrolling for less than six units per year. Six or more units constitutes a full-time load.

Method of Payment

Student fees may only be paid direct to a Bank on the official deposit form which is forwarded to all intending students with enrolment and re-enrolment forms. Additional deposit forms may be obtained from the Student Liaison Centre, Churchill Campus, or by writing to the Academic Registrar. Fees may be deposited at the National Bank, Morwell, at any other Bank. Where fees are deposited at Banks other than the National Bank, Morwell, a transfer fee will be charged by the receiving Bank. Deposit forms have two counterfoils, one of which should be stamped by the Bank where the deposit is made and then attached to the enrolment form in the place provided before it is returned to the Academic Registrar. One of the two counterfoils is to be retained by the student for his/her records, and is marked for this purpose.

Refunds

Applicants who are not accepted will receive a refund of all fees paid. All fees will also be refunded to applicants who have been accepted but withdraw from all studies by 25 February 1983, provided that notice in writing of the withdrawal is in the hands of the Academic Registrar by that date. Applications for the refund of Union fees after 25 February 1983 should be directed to the President of the G.I.A.E. Union.

CORE STUDIES

MULTIDISCIPLINARY DEGREES AND DIPLOMAS

Core Studies units are designed to be broader in range than the specialist units which form the major area of a student's course. They embrace a number of disciplines and bring to bear a variety of approaches on a number of related topics. Core Studies units are taught by staff from different courses. Core Studies are designed to help students put their own specific units and course into a broader perspective, as well as providing them with a better understanding of conditions in the society in which they will pursue their vocations.

The essential characteristics of Core Studies units are their breadth and their inter-disciplinary nature. The courses offered by tertiary institutions, including the G.I.A.E., involve specialisation in a limited number of disciplines. Core Studies units explicitly attempt to widen the narrow perspective which often results from this specialisation. Students are exposed to a wide range of disciplines from the various schools in the Institute, thus providing a frame of reference for their specialist course. Specialisation tends to result in the division of knowledge into separate compartments, without any real understanding of the links between the compartments. One of the important features of core studies units is their role in integrating disciplines, for students and staff alike. All the Core Studies units offered i.e. 1130 Science and Society, 5190 Energy and Society, 6103 Economy and Society, 6130 Australian Studies, 6131 Media Studies and 6132 Modern History, have retained these characteristics of integrating disciplines and widening perspectives.

The inter-disciplinary Core Studies units are a unique feature of the Multidisciplinary degree and are part of the Degree and Diploma programmes in Arts, Applied Science and Engineering courses. They are available as electives to Business, Welfare Studies, Education and Visual Arts students. Core Studies units are based on general contemporary topics of which students are expected to have some knowledge and understanding so as to extend their awareness beyond their own specialist areas of interest. They provide an opportunity for contact and exchange of ideas between students and staff of different levels and from different Schools.

Students enrolled in Arts and Applied Science courses take three Core Studies units as part of the requirements for their Degree or Diploma. In order to maintain the aim of encouraging students to mix in common units, students should do at least one unit from both the Humanities-based Core Studies units (Group 2) and the Science-based Core Studies units (Group 1). Normally, students should take only one Core Studies unit per semester. In future years additional units may be added to the Core Studies units currently offered.

DESCRIPTION OF CORE STUDIES UNITS OFFERED IN 1981

GROUP 1

1130 Science and Society

Unit Adviser: Dr M. A. Hooper

Throughout the year - one Lecture and one Tutorial per week - Unit Value of 1 - Internal and External study
Prerequisites or Corequisites: Nil.

Unit Outline: This unit examines some of the factors which influence technological developments in our society. A detailed case study of a major current project is used to highlight the impact of Science and Society upon each other. Emphasis is placed on the political, social, economic and environmental implications of this interaction. Students are expected to develop sound criteria for assessing future projects and generally become aware of the need to critically examine technological progress.

Assessment: Assessment is based on written work, other evidence of personal involvement and participation.

5190 Energy and Society

Throughout the year - 2 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: Nil.

Unit Outline: The basic theme of the unit is the investigation of the key role of energy, especially mechanical and electrical power, in the development and sustenance of human society - past, present and future. The primary emphasis is on modern technologically-based or industrialised society. Special attention is given to the interactions between energy technology, economics and social policy. After an introduction to the role of energy in modern society, the historical development and application of energy technology are reviewed. The environmental effects of energy-intensive civilisations are considered in detail. Surveys of world energy resources, including alternative energy sources, are used as a basis for an introduction to the economics of energy. National and international energy and economic policies are discussed, including potentials for energy conservation, especially in the field of transportation. The remainder of the unit is devoted to detailed consideration of specific topics in energy and the environment which are of particular interest in Victoria and/or Australia. These may include: Electric power supply in Victoria and its environmental effects. The utilisation of Victorian brown coal. Energy considerations in agriculture and food supply. Australian uranium and nuclear energy policy. Australian energy policy, with special attention to international trade in energy resources.

GROUP 2

6103 Economy and Society

Unit Adviser: Mr I. A. Gibson

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: Nil.

Unit Outline: This unit aims to promote an understanding of contemporary Australian society by studying the role of the economy in various types of societies in the past and present, drawing upon theories and experiences of comparative economic systems, history, sociology and anthropology. In particular, the unit concentrates on change in economic systems, studying the economic, social, political, and technological causes and consequences of such change. A series of seminars will be held covering aspects of changes in Latin America.

Assessment: Students who successfully participate and complete written assignments and projects will not be required to sit for an examination.

6130 Australian Studies

This unit will not be offered in 1983.

6131 Media Studies

Unit Adviser: Mr N. Hankey

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This unit provides an introduction to the nature and functions of the media (print, radio, television, film) with particular focus on news and advertising. The emphasis will be on media in Australia; however, attention will be drawn to the global context of the media.

6132 Modern History

Unit Adviser: Mr P. Farago

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: In this unit students will be introduced to the main social forces, events and ideas which have shaped the modern world. Stress will be placed on significance rather than on factual learning. The aim is to provide an overview and to give students the opportunity to pursue some topics in depth.

6133 Gippsland History

Unit Adviser: Mr P. Morgan

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Unit Outline: The course on Gippsland history will include topics such as exploration, settlement, aborigines, mining, dairying and other forms of agriculture, regions within Gippsland, and the beginnings of the development of the Latrobe Valley industrial region.
APPLIED SCIENCE

BACHELOR OF APPLIED SCIENCE

DIPLOMA OF APPLIED SCIENCE
(Applied Chemistry)

These courses (B.App.Sc. and Dip.App.Sc.) normally require three years of full-time study or the equivalent in part-time or external study.

All courses have been designed to provide a flexible but sound entry into a professional life in industry, commerce or education. To achieve this a strong inter-disciplinary approach, in keeping with the demands of a technological society, is a feature of the courses. It is also possible to pursue a course with major sequences in two science areas, or in one science and mathematics, or to follow a sequence coupled with business, education or social sciences. However, in every case careful Course Counselling and Planning is essential and contact with the Head of School in the first instance should be made.

Major Studies

Major studies are available in Applied Chemistry, Mathematics, Physical Science or Operations Research and Computing, and a programme to lead into any of these major studies is available. Supporting studies to second level in Biochemistry can be included in the Applied Chemistry major strand.

Entry to Courses

Formal entry requirements are detailed in the chapter on Admission to a Course, but although year twelve studies in science, mathematics and English provide the normal basis for entry some preparatory and bridging subjects in restricted mathematics and science areas are available.

First Level Studies

Since in many cases the final direction of a course may be unresolved at first enrolment, studies at the first level are designed to give some choice in subsequent course plans. First level Applied Science studies are composed of units from the 'Science' Group, and 'Mathematics' Group (in these groups several choices or options are available) and one unit of Scientific Thought and Methods.

Common Requirements

Core Studies units form a part of all Institute Degree and Diploma courses and at least two of these are expected to be included in the course. The specific feature of these units is that they are topic oriented and presented by inter-disciplinary teams. Students from various areas and levels are brought together to examine topics of current social interest, which are less emphasized in other course units.

SCIENTIFIC THOUGHT AND METHODS is a unique requirement of all Applied Science courses and consists of three sequential units spanning the three levels of a course. This programme aims at a clear understanding of the processes and methods used by the scientist in problem solving.

Course Requirements

GENERAL REGULATIONS

NOTE: These regulations are to apply for all new enrolments from and including 1983. Students enrolled prior to this may apply to the Board of Studies in Applied Science for permission to proceed with their course under these revised regulations.

The Bachelor of Applied Science degree requirements are satisfied on the completion of at least 24.0 units of credit meeting the following conditions:

(a) There shall be a major unit sequence of at least 8.0 units of credit of which at least four will be at the final level or third level.

(b) Excluding the units 1162 SCIENTIFIC THOUGHT AND METHODS and CORE STUDIES, a maximum of 8.0 other units of credit at the first level may be included.

(c) The units 1262 SCIENTIFIC THOUGHT AND METHODS and 1362 APPLIED RESEARCH PROJECT, must be included. (For students admitted with advanced standing, 1264 SCIENTIFIC THOUGHT AND METHODS shall be seen as substituting for 1162 and 1262.)

(d) At least two units of CORE STUDIES must be included in the course, comprising at least one from Group A and one from Group B.

(e) At the first level, units of credit according to the following requirements must be included:

(i) For the Mathematics or Operations Research and Computing Major Strands -

At least 3.0 units of credit from the group:
7160, 7161, 7162, 7163, 7164, 7165, 7181, 7182, 7121, and
at least 3.0 units of credit from the group:
1180, 1181, 1182, 1183, 1184, 1186, 1188.

(ii) For the Applied Chemistry or Physical Science Major Strands -

At least 4.0 units of credit from the group:
1181, 1182, 1183, 1184, 1186, 1188 and
at least 2.0 units of credit from the group:
7165, 7161, 7162, 7163, 7171, 7182, 7121.

SPECIFIC REGULATIONS FOR THE DIPLOMA OF APPLIED SCIENCE

APPLIED CHEMISTRY - the course must contain one unit of SCIENTIFIC THOUGHT AND METHODS and one unit of CORE STUDIES at the first level and either a second unit of CORE STUDIES or SCIENTIFIC THOUGHT AND METHODS at the second level, and such other units as may be specified by the Board of Studies in Applied Science. See Course Structure on following pages.

Numbering System for Applied Science Units

All units offered by the School of Applied Science have either a "1" or "7" prefix as part of a 4 digit sequence.

(a) Those with a 1 prefix are the responsibility of the Physical and Biological Sciences teaching team, whilst those with a 7 prefix are the responsibility of the Mathematical Sciences teaching team.
The second digit, either 1, 2 or 3, indicates the level of the unit.

(c) The third digit indicates the area of study -

(1) For "1" prefix units the code is:

3 = Core Study units  
4 = Biochemistry  
5 = Chemistry  
6 = Scientific Thought and Methods  
7 = Applied Chemistry  
8 = Physical Science  
9 = Physics

(ii) For "7" prefix units the code is:

2 = Programming Languages  
5 = Data Processing  
6 = Mathematics  
7 = Statistics  
8 = Operations Research  
9 = Management Techniques

(d) The fourth digit distinguishes courses, with digit 0 being used for bridging courses.

**Units Offered in 1983**

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**Units Not Offered in 1983**

- Real Analysis
- Linear Algebra
- Difference Equations
- Philosophy of Mathematics
- Applied Modern Algebra
- Statistical Inference
- Simulation
- Network Analysis
- Reliability and Life Testing
Typical Course Structures
Within the four major strands of the Applied Science Degree, various subject area combinations are possible. Several examples in each major are shown, but other combinations are possible. Course counselling is essential, particularly when membership of professional societies is seen as an important future requirement. All students are expected to review their course plans at least once a year with the Head of School or one of the following members of the school staff:

Mr Keith Hamilton - Physical and Biological Sciences
Dr Baikunth Nath - Mathematical Sciences

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<tr>
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<td>1184, 7161, 1184, 7164 7121, 1162</td>
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*This sequence may be replaced by others from the 'Science Group'.

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Statistics can be coupled with Operations Research and Computing by the addition of the units 7217, 7366, 7384 to the program above.

**COMMON REQUIREMENT UNIT**

1162 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

2 hours of lecture per week throughout the year - Unit Value of 1.0 - Internal and External study

Prerequisites or Corequisites: Nil.

Unit Outline: The importance of "scientific method" in any science-based course cannot be overestimated. The capacity for logical thought and the ability to define and solve problems is central to both the learning and the practice of science. The aim of this unit is to develop:

- the ability to think logically;
- the ability to use the literature and information of science in an intelligent and aggressive manner;
- some understanding of the process of thinking and thought communication;
- an understanding of the inter-relations present in the scientific community; and
- the ability to define and carry out scientific tasks in accordance with a good scientific method.

This subject is developed as a three level course. The three levels will each carry three main themes:

1. Information Classification, Retrieval and Presentation;
2. Thought Processes and Communication;
3. Problem Definition and Solution.

The culmination of the course in Level 3 will be a project involving a literature search, an experimental investigation and presentation of a detailed report.

### PHYSICAL SCIENCE AND CHEMISTRY

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### OPERATIONS RESEARCH AND COMPUTING

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*This sequence may be replaced by others from the "Science Group".

### DESCRIPTION OF UNITS

#### 1180 Physical Science

Enrolment in this unit will only be accepted after consultation with the Unit Adviser or Head of School.

Unit Adviser: Dr M.A. Hooper

First and Second Semesters - Requiring 15 hours of compulsory Laboratory attendance - Unit Value of 1.0 - Internal study only

Prerequisites and Corequisites: Special entry conditions - such as inadequate background or refresher course.

Unit Outline: This unit is designed as an introduction to the physical sciences. It is oriented towards the student with limited scientific background. One important aim is scientific literacy and awareness. Areas of study are properties of matter, structure, energy and reactivity. Study area examples are related to the science of our every day world used to explain natural phenomena.

1181 Science - An Interactive Approach

Unit Adviser: Dr M.A. Hooper

First Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1.0 - Internal and External study

Prerequisites or Corequisites: Normally, qualifications providing entry to course.

Unit Outline: This unit together with unit 1183 provides a basis for further studies in the chemical, physical and biological sciences. The two units emphasise the interactive aspects of all natural sciences. The two units may be studied either concurrently or consecutively. This unit is designed to give a general introduction to the following areas: chemical periodicity; molecular geometry and bonding; carbon chemistry including biological macromolecules; chemical equilibrium; cell structure and function; kinetics and evolution.

1182 Physical Science

Unit Adviser: Dr M.A. Hooper

Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1.0 - Internal and External study

Prerequisites and Corequisites: 1181

Unit Outline: The unit further develops some of the concepts and principles introduced in unit 1181. Topics covered are pre-transition elements, gaseous and solution equilibria, the structure and properties of carbon compounds, and electrochemical concepts.

1183 Science - An Interactive Approach

Unit Adviser: Mr K.G. Hamilton

First Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1.0 - Internal study

Prerequisites or Corequisites: Normally, qualifications providing entry to the course.

Unit Outline: (Read Unit Outline 1181.) This unit provides studies in principles of measurement, the fundamentals of atomic and molecular structure, kinetic molecular theory and thermodynamics, electromagnetic field theory, the nature of crystalline and doped materials, the electrical properties of matter and conduction.
1184 Physical Science
Unit Adviser: Mr P.J. Higgins
Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1.0 - Internal study
Prerequisites or Corequisites: 1183 or by permission of unit adviser.
Unit Outline: This unit further develops and introduces topics relevant in particular to physics and physical science. Topics covered will include an introduction to relativity, to wave theory and physical optics. Thermal and Electrical properties of materials, quantum theory, x-rays and their applications, applied mechanics and hydrodynamics.

1186 Biological Science
Unit Adviser: Mr R.D. Teasdale
Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1.0 - Internal and External study
Prerequisites and Corequisite: 1181
Unit Outline: An introductory unit in biological principles and processes which extends some of the basic studies from 1181 SCIENCE - AN INTERACTIVE APPROACH into the life sciences. Topics covered in this unit include animal functions, plants, perpetuation of life (including genetics) and ecology. This unit is a suitable prerequisite for 6294 BIOLOGICAL PSYCHOLOGY.

1188 Physical Science
Unit Adviser: Mr J.A. Harris
Second Semester - 3 hours of Lectures and 3 hours of Laboratory or associated activity per week - Unit Value of 1.0 - Internal study
Prerequisite or Corequisite: 1183 or by permission of unit adviser.
Unit Outline: This unit further develops fundamental science principles and introduces topics essential for studies in materials science. As such it is strongly recommended for students majoring in engineering. Topics covered include - thermal and electrical properties of solids and gases, reaction kinetics, phase equilibria and modern theories on the nature and behaviour of matter.

1241 Biochemistry
Unit Adviser: Mr R.D. Teasdale
First Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only
Prerequisites: 1181 and 1186
Unit Outline: The objective of this unit is to examine the fundamentals of life processes at the molecular level. Basic relationships between protein conformation and biological function are discussed, attention being directed primarily at transport, structural and enzymic proteins, and illustrated by examples of clinical relevance. The fundamental pathways of carbohydrate, lipid and amino acid metabolism, common to all living cells are also examined. Considerable importance is attached to practical work where modern techniques of protein isolation and study are used to complement the lecture programme.

1251 Chemistry
Unit Adviser: Mr B.T. Dunstan
First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only
Prerequisites: 1181, 1182
Unit Outline: This unit is intended to serve as a further study in the basic principles of chemistry. Typical areas covered include: reaction kinetics and mechanisms; structure and bonding; electro-chemistry; solution chemistry; carbon reactions; mechanism and group chemistry.

1252 Chemistry
Unit Adviser: Mr B.T. Dunstan
Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only
Prerequisites: 1251, 1281
Unit Outline: A continuation of the studies commenced in 1251 Chemistry.

1255 Chemistry
Unit Adviser: Mr B.T. Dunstan
First Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only
Prerequisites: 1181 and 1182
Unit Outline: This unit is specifically designed for the Applied Chemistry Diploma course and is not available for normal credit in a course leading to B.App.Sc. Lectures contain elements from the three main strands of the lectures available in Chemistry 1251/1252, and appropriate extended laboratory exercises.
1256 Chemistry
Unit Adviser: Mr B.T. Dunstan
Second Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only
Prerequisites: 1255, 1281
Unit Outline: This unit is a continuation of the studies commenced in 1255 CHEMISTRY. The same restriction applies as for 1255.

1262 Scientific Thought and Methods
Unit Adviser: Mr J.A. Harris
Throughout the year - 2 hours of Lecture per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 1162
Unit Outline: The work of unit 1162 in Theme 1 - Information, and Theme 3 - Problem Definition and Solution is extended, and Theme 2 - Thinking and Thought Processes is developed.

1264 Scientific Thought and Methods
Unit Adviser: Mr J.A. Harris
Throughout the year - Unit Value of 1.0 - External study only
Prerequisite: Appropriate tertiary level studies. This unit is intended only for students entering the Bachelor of Applied Science course with advanced standing which includes relevant studies in Scientific Method, etc.
Unit Outline: The unit description for 1162 and 1262 should be read. This unit incorporates the material on information retrieval from unit 1162 in place of some material on information presentation from unit 1262.

1271 Applied Chemistry
Unit Adviser: Dr R.J. Hodges
First Semester - 7 hours per week of integrated Lectures and practical work - Unit Value of 1.0 - Internal and External study
Prerequisites: 1182 and 1184 or equivalent approved studies (1251 is normally a corequisite)
Unit Outline: This unit will extend the concepts introduced in 1181 and 1182, particularly in the applications of equilibria and quantitative analysis. Emphasis in this unit will be on the understanding of classical methods of chemical analysis with emphasis on the acquisition of laboratory skills. Basic principles of chromatography are included.

1272 Applied Chemistry
Unit Adviser: Dr R.J. Hodges
Second Semester - 7 hours per week of integrated Lectures and practical work - Unit Value of 1.0 - Internal and External study
Prerequisites: 1271 (1252 is normally a corequisite)
Unit Outline: In contrast to a classical theme used in 1271, the emphasis in this unit is an introduction to modern instrumental analysis, including electro-chemical methods UV-Vis spectrophotometry and A.A. analysis, gas chromatography, basic industrial safety, local industry and chemical technology of the water industry.

1275 Applied Chemistry
Unit Adviser: Dr R.J. Hodges
First Semester - 9 hours per week of integrated Lectures and practical work - Unit Value of 1.5 - Internal study only
Prerequisites: 1182, 1184 or equivalent approved studies (1255 is normally a corequisite)
Unit Outline: The unit comprises the same lectures as 1271 but with extended laboratory courses. It is intended to meet the specific need of a Diploma of Applied Science. This unit may be taken by students who have permission to attempt an overloaded course towards the B.App.Sc.

1276 Applied Chemistry
Unit Adviser: Dr R.J. Hodges
Second Semester - 9 hours per week of integrated Lectures and practical work - Unit Value of 1.5 - Internal study
Prerequisite: 1275
Unit Outline: The unit comprises the same lectures as 1272 but with extended laboratory courses and is intended primarily for students undertaking a Diploma of Applied Science.

1281 Physical Science
Unit Adviser: Dr M.A. Hooper
First Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal and External study
Prerequisites: 3 units of Science Group at Level 1
Unit Outline: This unit is designed around the themes of spectroscopy and thermodynamics. Initially the science of spectroscopy is introduced and the basic theories and procedures of electronic, rotational and vibrational spectroscopy are discussed. Molecular and crystal symmetry are studied and related to spectroscopy. Secondly the fundamental studies of thermodynamics are extended to cover the second law and its consequences. The study programme will provide a thorough grounding for final year studies in applied science.
1282 Physical Science

Unit Adviser: Mr K.G. Hamilton

Second Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal and External study

Prerequisites: 3 units of the Science Group at Level 1

Unit Outline: This unit extends the theme of spectroscopy but emphasises the application of instrumentation. Resonance spectra theory is discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The study programme will provide a thorough grounding for final year studies in applied science.

1291 Physics

Unit Adviser: Mr S.G. Abbott

First Semester - 8 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal study

Prerequisites: 3 units of the Science Group at Level 1

Unit Outline: The unit briefly revises the fundamental laws of physics. Aspects of quantum mechanics are introduced and the scope of this topic in extending physics investigation is discussed. The remainder of the unit is directed to an extensive study of electro-magnetism and electronics. The topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

1292 Physics

Unit Adviser: Mr P.J. Higgins

Second Semester - 8 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal study

Prerequisite: 1291 or by permission of unit adviser

Unit Outline: This unit is on aspects of applied physics. The scope of statistical mechanics as a tool for investigating physical laws is explored. The applied nature of acoustics, fluids and radiation physics forms the remainder of the course with the inclusion of a practical project involving the construction of electronic devices related to one of the above topics. Topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

1351 Chemistry

Unit Adviser: Mr J.A. Harris

First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study

Prerequisites: 1251, 1252, 1281, 1282

Unit Outline: This unit extends the studies of 1251 and 1252 in Inorganic, Organic, and Physical Chemistry. The unit includes topics from Heterocyclic Chemistry, Thermodynamics, Absolute Rate Theory, Surface and Colloid Chemistry, Electrochemistry, Photochemistry, Natural Products, Organometallic Chemistry.

1352 Chemistry

Unit Adviser: Mr J.A. Harris

Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only

Prerequisite: 1351

Unit Outline: This unit continues studies commenced in 1351. Topics include: Modern Synthetic Methods; Thermodynamics; Absolute Rate Theory; Surface and Colloid Chemistry; Electrochemistry; Bioinorganic Chemistry.

1355 Chemistry

Unit Adviser: Mr J.A. Harris

First Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only

Prerequisites: 1256, 1281, 1282

Unit Outline: This unit has a lecture programme concerning approximately one third of the lecture material of 1351 with topics chosen from the main streams of 1351.

1356 Chemistry

Unit Adviser: Mr J.A. Harris

Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only

Prerequisite: 1355

Unit Outline: This unit extends the studies commenced in 1355.

1362 Applied Research Project

Unit Adviser: Mr J.A. Harris

Throughout the year - 4 hours per week - Unit Value of 1.0 - Internal study only

Prerequisites: 1162 and 1262

Unit Outline: The three themes of 1162 and 1262 are brought together in the form of an individual project. Project topics should relate to the student's major area of study. Requirements to be met include a major literature search, an experimental investigation and preparation of a detailed scientific report.

1371 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only

Prerequisites: 1252, 1272 or equivalent approved studies

Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, polymers and water resources. The relevant instrumental techniques, such as analytical, X.R.F., O.E.S., sample preparation are discussed in detail in relationship to industry requirements.
1372 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study only

Prerequisites: 1371 or approved equivalent studies

Unit Outline: In contrast to 1371 where the theme is resource and recovery methods, this unit involves case studies relating to products and their refining, including polymers. Industrial safety, chromatography, quality control, process control, combustion chemistry, pollution monitoring and their analytical requirements, will be extensively discussed.

1375 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

First Semester - 4 hours of Lectures, 8 hours of Laboratory per week - Unit Value of 2.0 - Internal study only

Prerequisites: 1276 or approved equivalent studies

Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, polymer and water resources. The relevant instrumental techniques, such as analytical, X.R.F., O.E.S., sample preparation are discussed in detail in relationship to industry requirements.

1376 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Second Semester - 4 hours of Lectures, 8 hours of Laboratory per week - Unit Value of 2.0 - Internal study only

Prerequisite: 1375

Unit Outline: The industrial concepts covered in the units 1371-1375 will be extended to cover both processing and refining. Industrial safety, pollution monitoring, quality control, process control, combustion chemistry, and their analytical requirements, will be extensively discussed.

1381 Physical Science

Unit Adviser: Mr S.G. Abbott

First Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal study

Prerequisite: 1282

Unit Outline: This unit includes the use of spectroscopic techniques of nuclear magnetic resonance, infra red, ultra violet and mass spectrometric techniques to elucidate molecular structure, X-ray diffraction techniques, atomic emission spectroscopy and vibrational spectroscopy.

1382 Physical Science

Unit Adviser: Mr P.J. Higgins

Second Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1.0 - Internal study

Prerequisites: 1381 or by special permission of unit adviser

Unit Outline: A continuation of the studies commenced in 1381 on spectroscopic techniques, particularly X-Ray Fluorescence, ESCA and photoelectron spectroscopy. In addition a study of vacuum technology and cryogenic science completes the unit.

1391 Applied Physical Science

Unit Adviser: Mr P.J. Higgins

First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study

Prerequisites: 1292 and 1282

Unit Outline: This unit extends the studies of units 1291/2 and 1281/2 by examining the applications of physical science. Topics include: Electronics and instrumentation; Non-fossil energy sources; Physical Science education and applications of lasers and holography.

1392 Applied Physical Science

Unit Adviser: Mr K. Hamilton

Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1.0 - Internal study

Prerequisite: 1391 or by special permission of unit adviser

Unit Outline: This unit continues the theme of 1391 and in particular looks at the techniques of measuring pollution parameters together with wider applications of radioisotopes and environmental acoustics.

1481 Introduction to Master Applied Science

Available for students with approved prerequisites including professional experience, and in areas in which the School of Applied Science is conducting ongoing research.

1482 Master Applied Science

As for 1481.
22.

MATHEMATICS, OPERATIONS RESEARCH AND COMPUTING

NOTE: All units in Mathematics, Data Processing, Computers and Statistics have been renamed. Consult the unit descriptions carefully.

7121 Introduction to Computing
(Formerly 7181)

Unit Adviser: Mr L.K. Makin

First and Second Semesters - 2 hours per week - Unit Value of 0.5 - Internal and External study

Prerequisites: Nil.

Unit Outline: Nature of computers; Organization of computers; Using terminals; Time-sharing BASIC; PRINT; Variables, constants; END; LET; Commands vs Program statements - LIST, RUN, SAVE, CATALOG, GET; Documentation; REM; 10 READ, DATA, INPUT, RESTORE, TAB function; Logical structure of programs; Sequence, decision, repetition; Control statements - GOTO, IF...THEN, FOR...NEXT, EXIT; Arrays - DIM, one and two dimensional arrays; Strings; Functions; Subroutines; Sequential files; Application areas of computers; Packaged programs; Computers and people - advantages and disadvantages of computer usage.

7151 Data Processing I
(Formerly 6175)

Unit Adviser: Mr L.K. Makin, Dr P.E. Nash

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Note: Credit may not be obtained for more than one of the units 6165, 7121, 7151.

Unit Outline: Computer data processing equipment - Historical development of data processing techniques and equipment, the components of installation; Computer programming - Flow charts, nature of programming languages, simple programming in BASIC language, use of packages; Business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable, etc.

7160 Basic Mathematics
(Formerly 6168)

Unit Advisers: Dr P.E. Nash, Dr A.J. Rahilly

First Semester - 4 hours per week - Unit Value of 1.0 - Internal study - External study throughout the year

Prerequisites: Nil.

Unit Outline: This unit serves a dual purpose of being (i) a broad terminal course in mathematics for students of the physical and biological sciences with little mathematical background, and (ii) a bridging course for entry to other first level mathematics units.

The topics covered include Sets; Relations and functions; Sequences and series; Elements of differential and integral calculus; Vectors and matrices; Analytical geometry; applications - slanted towards the needs of each group of students involved.

7161 Calculus
(Formerly 6160)

Unit Adviser: Dr A.J. Rahilly

First Semester - 5 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: One year twelve Mathematics or 7160.

Unit Outline: Functions, 1-1 functions, inverse functions; Sketching of rational functions; Convergence of infinite series and series; Review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; Definite integration with application to areas, volume and centres of mass; Hyperbolic functions and their inverses; Systematic indefinite integration; First-order separable; homogeneous and linear ordinary differential equations; Second-order ordinary differential equations of various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; Partial differentiation and local extremes of functions of two variables.

7162 Mathematical Structures
(Formerly 6162)

Unit Adviser: Dr A.J. Rahilly

Second Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study

Prerequisites: One year twelve Mathematics or 7160.

Unit Outline: This unit aims to prepare students for the study of modern abstract algebra, and enable them to appreciate the roles of conceptual precision, deductive reasoning and creative thinking in the process of the exposition and learning of mathematics.

Topics covered include: Sets and logic; Relations - including equivalence relations, mapping and order relations; Binary operations; Semigroups; Groups - including subgroups, cyclic groups, cosets and Lagrange's Theorem; Rings and Fields.

7163 Vectors and Matrices
(Formerly 6163)

Unit Adviser: Dr A.J. Rahilly

Second Semester - 3 hours per week - Unit Value of 0.5 - Internal and External study

Prerequisites: An appropriate year twelve Mathematics or 7160.

Unit Outline: Fundamental matrix operations; Homogeneous linear transformations; Determinants; Inverse of a matrix; Vectors in three dimensions - scalar and vector products and simple applications; Linear dependence of vectors and rank of a matrix; Linear systems of equations; Eigenvalues and eigenvectors; Diagonalisation of matrices; Simple applications to population growth models and electrical and mechanical systems.

7164 Mathematics of Physical Systems
(Formerly 6164)

Unit Adviser: Dr A.R. Carr

Second Semester - 3 hours per week - Unit Value of 0.5 - Internal and External study

Prerequisites: 7161.

Unit Outline: Utilising the techniques of calculus, selected mathematical models of situations arising in the physical sciences are invoked to introduce such notions as dimensional analysis, conservation laws, interaction, stability, rate process, feedback, control, and harmonic analysis; Simple methods are used to solve examples from chemical kinetics, population dynamics, celestial mechanics, acoustics and electrical circuits; An emphasis is placed on the craft of model formulation and on the use of electronic calculators for more complicated systems.
7169 Engineering Calculus
(Formerly 6169)

Unit Advisor: Dr A.R. Carr

First Semester - 3 hours per week - Second Semester - 2 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: One year twelve Mathematics or 7160

Note: This unit may be credited only towards the common first year in Engineering.

Unit Outline: Functions, 1-1 functions, inverse functions; Sketching of rational functions; Convergence of infinite sequences and series; Review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; Definite integration with application to areas, volume and centres of mass; Hyperbolic functions and their inverses; Systematic indefinite integration; First-order separable, homogeneous and linear ordinary differential equations; Second-order ordinary differential equations of various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; Partial differentiation and local extremes of functions of two variables.

7171 Probability and Statistics
(Formerly 6170)

Unit Advisor: Dr P.R. Rayment, Mr D.R. Fox

First Semester - Internal and External study - Second Semester - Internal study only - 3 hours per week - Unit Value of 0.5

Prerequisites: An appropriate year twelve Mathematics or 7160

Unit Outline: Probability models; Discrete distributions, including the hypergeometric, binomial and Poisson distributions and applications; Continuous distributions, including the Poisson process, exponential and normal distributions and applications; Estimation from random samples, discussing point and interval estimation of means, differences between means and proportions; Simple linear regression model; Markov chains and applications.

7182 Introduction to Operations Research
(Formerly 7180)

Unit Advisor: Dr G.B. Nash

Second Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study

Prerequisites: 7160 or equivalent (Units 716) and 7171, possibly taken concurrently, provide useful background

Unit Outline: What is operations research and where is it used? Relationship with computers and management science; Human decision versus mathematical model; Model formulation and its role in operations research; Introduction to decision making, under assumed certainty, under uncertainty, break-even analysis; Systems study; Resource planning; An overview of operations research techniques.

7191 Quantitative Methods 1
(Formerly 6174)

Unit Advisor: Dr G.B. Nath, Mr D.R. Fox

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Note: (i) This unit may be credited only towards the Bachelor of Business degree.
(ii) The following pairs of units are excluded for combination for credit purposes: 6166 and 7191, 6171 and 7191.

Unit Outline: Basic mathematical concepts - arithmetic and algebra, functions and their graphical representation, exponential and logarithmic functions, arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortisation and sinking funds; Simple calculations of index numbers; Introductions to matrices; Graphical method in linear programming.

Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; Rules for calculation of probabilities; The sampling distribution of the sample mean; Decision making; Introduction to simple linear regression.

7221 Computer Programming A
(Formerly 7221)

Unit Advisor: Dr P.E. Nash

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 7121

Unit Outline: Structured flowcharting using design structure diagrams; Algorithm design using simple examples (e.g. searching, simple sorting); Text editing and program compilation; Linking and loading procedures; Representation of data; Data types; Arithmetic and logical expressions; Arrays; Strings; Selection and loops; Subprograms and parameter passing; 10, sequential and random access files.

7222 Computer Programming B

Unit Advisors: Mr L.K. Makin, Dr P.E. Nash

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 7221

Unit Outline: Introduction to algorithm design and data structures; Stacks, queues, deques, lists, directed graphs, binary trees; Algorithms; General design considerations; Applications to searching, sorting; Recursion; Ideas of computability and complexity. Advanced FORTRAN using the structured FORTRAN preprocessor; IF...THEN...ELSE, DOWHILE...ENDWHILE, DOEND..ENDDO, CASE1...ELSECASE...ENDCASE; Subprograms; parameter passing; Call by reference, value; COMMON; DATA statements; EQUIVALENCE statement; in-core READ and WRITE; FUNCTION intrinsics; System intrinsics; EXTERNAL; Dynamic FORMAT.

File Handling Hashing; Collision handling; Indexed sequential files (KSAM3000); Using SORT-MERGE3000.
721 Data Processing 2
(Formerly 6273)

Unit Advisers: Mr L.K. Makin, Dr P.R. Nash
First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 7151
Unit Outline: Programming - Program design, structured techniques including top-down development, stepwise refinement, modular programs, subprograms; File handling - sequential and random access files; Small business systems case studies; Systems Analysis - The systems lifecycle, systems methodologies; The tools - information gathering techniques, systems design flowcharts, decision tables, forms design, report writing, file design; The process - defining the problem, current system study, new system design, new system proposal, programming, debugging, testing, implementation maintenance and evaluation.

7261 Real Analysis
(Formerly 6260)

Unit Adviser: Dr A.J. Rahilly
Not offered in 1983 - Unit Value of 0.5 - Internal and External study
Prerequisites: 7161, preferably with a grade 'C' or better (and 7162 is desirable)
Unit Outline: Introduction to axiomatic systems; An axiom system for the real numbers; Convergence of sequences and series, decimal representation, power series; Limits of functions, continuity, differentiability, the mean value theorem and its consequences; Uniform convergence, continuity of the limit function, differentiation and integration of infinite series term by term, application to power series; The Riemann integral; Improper and infinite integrals, Cauchy principal value.

7262 Functions of More Than One Variable
(Formerly 6262)

Unit Adviser: Dr P.R. Rayment
First Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Prerequisites: 7161 (and unit 7162 is desirable)
Unit Outline: Continuity and differentiability of functions of more than one variable; Taylor's theorem for several variables and its consequences; Extreme values; The method of Lagrange multipliers; Multiple integrals; Change of variable technique; Introduction to partial differential equations.

7263 Complex Analysis 1
(Formerly 6270)

Unit Adviser: Dr A.R. Carr
Second Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Prerequisite: 7161
Unit Outline: Complex sequences of series, functions of a complex variable, limits, continuity, points of discontinuity, Differentiation of functions of a complex variable, singular points, the Cauchy-Riemann equation, harmonic functions. Contours, line integrals, contour integration, Cauchy's Theorem, Cauchy's integral formulas and related results.

7265 Numerical Methods
(Formerly 6261)

Unit Adviser: Mr L.K. Makin
Second Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Prerequisites: 7121, 7163, 7161 or 7169
Note: This unit was previously offered at the first level as unit 6162. Credit may not be obtained for both 6162 and 6261.
Unit Outline: Numerical methods for solving the following types of problems - systems of linear algebraic equations, non-linear equations, quadrature, ordinary differential equations with initial or boundary conditions; Description of various methods and study of their relative merits using computer; Comparison of methods by - operations count, order of convergence, Taylor series error term, etc.

7266 Vector Field Theory
(Formerly 6266)

Unit Adviser: Dr A.R. Carr
Second Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Prerequisite: 7262
Unit Outline: Vector functions of a single variable and their derivatives; Integrals of vector functions along curves and surfaces; Vectors in three dimensions; Gradient of a scalar field and divergence and curl of a vector field; Orthogonal curvilinear co-ordinates; Stokes', Gauss' and Green's theorems; Applications to electromagnetism; Tensor algebra.

7268 Integral Transforms
(Formerly 6268)

Unit Adviser: Dr A.R. Carr
First Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Prerequisites: 7161 (unit 7162 is desirable)
Unit Outline: Review of calculus methods that treat linear systems; Variation of parameters for ordinary differential equations and separation of variables for partial differential equations; Laplace transforms and applications to the solution of differential equations; Harmonic analysis and Fourier series; Spectral analysis and Fourier integrals; Comparison and use of various transforms in systems analysis.

7271 Distributions and Inferential Techniques
(Formerly 6271)

Unit Adviser: Dr P.R. Rayment
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: 7161 and 7171
Unit Outline: Univariate distributions - review of basic concepts, moments, use of moment generating functions, truncated distributions, standard distributions - including negative binomial, log-normal, exponential, gamma, Weibull, beta, chi-squared, t and F distributions; Multivariate joint and conditional distributions; Multinomial and multivariate normal distributions; Distributions of sample statistics - including sample moments and order statistics; Point and interval estimation; Parametric hypothesis testing - basic concepts, likelihood ratio tests; simple applications; Chi-squared goodness-of-fit test; Brief introduction to non-parametric methods.
Prerequisites: Nil.

Outline: Social research - goals, measurements, types of variables; Single variable descriptive statistics - frequency distributions and histograms, percentages, measures of location and dispersion; Two or more variables - crosstabulations, percentage analysis, measures of association, regression analysis; Sampling techniques, sampling distributions or means and proportions, hypothesis testing - involving t-tests and chi-squared tests; using Institute's HP3000 computer, data preparation, data processing, use of packages - in particular the Statistical Package for the Social Sciences (SPSS).

282 Linear Programming
(Formerly 7260)

Unit Adviser: Mr D.R. Fox

First Semester - 2 hours per week - Unit Value of 0.5 - Internal and External study
Pre-requisites: 7171, 7181

Outline: Characteristics and formulation of linear programming problems; Review of graphic solution; The simplex method - including negative variables and artificial variables; Duality, the primal-dual relationship, the dual simplex method; Sensitivity analysis - including change in objective function coefficients or constraint coefficients, addition of new constraint or a new variable; Transportation problems; Parametric linear programming; applications and use of computer packages to solve linear programming problems.

284 Integer and Dynamic Programming

Unit Adviser: Dr G.B. Nath

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Pre-requisites: 7221, 7282

Outline: Integer linear programming models, graphical solution, branch and bound solution, cutting plane techniques; Zero-one programming; Applications - capital budgeting problems, location-allocation problems; Introduction to non-linear programming techniques; Characteristics of dynamic programming model; Longest - and shortest - path problems; Resource allocation; Production planning and replacement problems; Difference between dynamic programming and linear programming.

291 Quantitative Methods 2
(Formerly 6774)

Unit Adviser: Dr G.B. Nath

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Pre-requisites: 7191 (unit 7151 is desirable)

Note: (i) This unit may be credited only towards the Bachelor of Business degree.
(ii) The following pairs of units are excluded combinations for credit purposes: 6166 and 7291, 6171 and 7291, 6172 and 7291.

Outline: Point and interval estimation; Hypothesis testing involving two independent matched samples; Non-parametric test based on ranks; Chi-squared test for independence; Simple treatment of analysis of variance; Review of simple linear regression, correlation analysis, multiple linear regression, using available computer packages; Linear programming review of graphical procedure, the simplex method, applications and use of computer packages; Deterministic inventory models, problems and applications; Time series - components, trend analysis, smoothing by moving average, exponential smoothing; Introduction to recasting.

7362 Variational Techniques
(Formerly 6362)

Unit Adviser: Dr A.R. Carr

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Pre-requisites: 7262

Outline: Philosophy and elementary methods of variational techniques; Transversality conditions and canonical variables; Hamilton-Jacobi equation; Introduction to fields and the Weierstrass excess function; Connections with dynamic programming and Pontryagin's approach; Illustrative examples from mechanics, control theory, resource management and economics; Introduction to direct methods including Rayleigh-Ritz and finite element schemes.

7364 Differential Equations
(Formerly 6364)

Unit Adviser: Dr A.R. Carr

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Pre-requisites: 7163, 7262, 7265, 7268 (and unit 7266 is desirable)


7366 Combinatorics
(Formerly 6366)

Unit Adviser: Dr A.R. Rahilly

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Pre-requisites: One of 7162, 7163, 7171

Outline: Principles of enumeration - elementary counting principles, permutations and combinations, generating functions, recurrence relations, the principle of inclusion-exclusion; Combinatorial structures - block design, latin squares, difference sets, directed and undirected graphs, combinatorial matrices, systems of distinct representatives; Applications - design of experiments, error-correcting codes, assignment problems, network flows, applications to graph theory.

7368 Mathematics Project
(Formerly 6378)

Unit Adviser(s): Appropriate member(s) of the Mathematical Sciences teaching team.

Throughout the year - Unit Value of 1.0 - Internal study only

Prerequisites: Satisfactory completion of at least five units in mathematics, with at least two units being at the second level.

Note: This unit is available only to students who have received approval to proceed with a degree major in Mathematics.

Unit Requirements: Students will participate, under guidance, in the study of practical problems amenable to solution by techniques of the mathematical sciences; short lecture courses or individual reading programmes, as appropriate, are given to develop the relevant mathematics.

Submission of a project report no later than one week after the end of the second semester examination period. Seminar presentation and participation.

Note: A project may be extended for additional credit of 1.0 if the adviser considers this warranted. In this case, the student will need to enrol in the unit 7369 in second semester.
26.

7369 Mathematics Project
(Formerly 6379)

Unit Adviser(s): Appropriate member(s) of the Mathematical Sciences teaching team.

Second Semester - Unit Value of 1.0 - Internal study only

Corequisite: 7368

Note: This unit is available only to students who have received approval to proceed with a degree major in Mathematics.

Unit Outline: Students will participate, under guidance, in the study of practical problems amenable to solution by techniques of the mathematical sciences; Short lecture courses or individual reading programmes, as appropriate, are given to develop the relevant mathematics.

Unit Requirements: Completion of assignment work based on the lecture courses and reading programmes.

Submission of a project report no later than one week after the end of the second semester examination period.

Seminar presentation and participation.

Note: One project report only is required for the pair of units 7368 and 7369.

1371 Statistical Inference
(Formerly 6370)

Unit Adviser: Dr P.R. Rayment

Not offered in 1983 - Unit Value of 1.0 - Internal and External study

Prerequisites: 7264, 7271, 7373

Unit Outline: This unit extends the treatment of statistical inference from unit 6371, covering the decision-making viewpoint and Bayesian methods. A further section is devoted to the general linear model, thereby supplying the theory underlying some of the techniques covered in unit 6373 and introducing further applications including the analysis of covariance.

373 Applied Statistics
(Formerly 6373)

Unit Adviser: Dr P.R. Rayment

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 7121 and 7171

Unit Outline: Parametric and non-parametric procedures to compare two independent matched samples; Review of simple linear regression; Multiple linear regression - analysis of residuals, choice of explanatory variables; Non-linear relationships; Basic principles of experimental design; One-way and two-way analysis of variance; Multiple comparison techniques; Kruskal-Wallis test; Basic sampling techniques - including simple random sampling, stratified random sampling and systematic sampling; Description of some available statistical packages, data preparation, interpretation of output.

7381 Queueing and Inventory Models

Unit Adviser: Dr G.B. Nath

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 7171 and 7182

Unit Outline: Queueing Processes - finite and infinite, single-server and multi-server models; Pollaczek-Khintchine formula; Applications of queueing models in communication, manufacturing, transportation and service industries.

Structure of Inventory Models - deterministic single item and multiple items models; Probabilistic models with random demand and random lead time, both in discrete and continuous space; Application studies.

7391 Forecasting
(Formerly 7385)

Unit Adviser: Dr G.B. Nath

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 7171 or 7291

Unit Outline: Characteristics and essentials of forecasting; Introduction to time-series analysis; Forecasting techniques - choice and applicability; Forecasting based on regression, moving averages and exponential smoothing, Delphi method, subjective probability; Technological forecasting techniques and applications; An overview of advanced forecasting techniques - adaptive filtering, Box-Jenkins method, econometric models; Use of computer packages to compare forecasting techniques and to prepare forecasts.
ARTS

BACHELOR OF ARTS
DIPLOMA OF ARTS
ASSOCIATE DIPLOMA IN WELFARE STUDIES
GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY

BACHELOR OF ARTS COURSE

The Bachelor of Arts course requires a minimum of three years of full-time study or the equivalent in part-time study. It opens the way to professional employment and advancement in many fields of education, government, industry and commerce.

The Arts programme is developed within a general framework of multidisciplinary courses offered by the Institute. A range of Arts, Science and Education units will increasingly be made available to external students. All new and continuing students should arrange interviews, where possible, with representatives from prospective teaching areas before enrolling at the commencement of the academic year. Consultation is particularly important in deciding upon a suitable field for major studies. Students are advised to arrange interviews through the Academic Registrar.

To Qualify for the Bachelor of Arts a Candidate Shall:

1. Complete a total of 24 units.
2. Complete 3 units of Core Studies including at least 1 unit with a Social Science emphasis and at least 1 unit with a Science emphasis.
3. Complete major studies in at least one major approved for the degree which generally comprises a minimum of 3 years study.
4. Complete studies in at least 3 and not more than 5 separate disciplines (excluding Core Studies).
5. Complete a minimum of 6 units and a maximum of 10 units at first level in at least 3 disciplines (excluding Core Studies).

MAJOR STUDIES

For the purpose of the degree, major studies comprise a minimum of 8 units and a maximum of 12 units in one discipline, including at least 4 units at third level. Approved major studies are available in English, Psychology, Sociology and Mathematics.

SUB-MAJOR

In addition to the approved major studies listed above, students may undertake sub-major(s) in any of the above subject areas, or may undertake up to a maximum of 6 approved units in Politics, Administrative Studies, Economics or Physical Science.

Students undertaking a Bachelor of Arts may include up to 4 units of Education within their degree. In order to do this, students should select from the following:

4111 Basic Issues
4112 Child Growth and Development: The School and the Child
4121 Children's Literature
4211 Development and Learning: The Child and the Teacher
4212 Language and Communication
4413 Sociological Foundations of Education
4424 Historical and Philosophical Foundations of Education

4225 Classroom Analysis*
4226 Curriculum Development and Evaluation*

*Available to qualified teachers only.

It should be noted that in order to enrol for any of the above units, students will be required to meet any of the prerequisites laid down by the School of Education for the unit. (For full descriptions of the above units see the Education chapter.)

OTHER MINOR SEQUENCES

In addition to the approved units listed above, students may undertake approved studies in any of the major or sub-major subject areas listed above or from the following: Accounting; Law; first level Art Theory; or any other approved subject areas of the multidisciplinary degree.

For full descriptions of the above units see respective entries.

DIPLOMA OF ARTS COURSE

For the information of students streamed into the Diploma of Arts course during or prior to 1978.

Note that the Institute is phasing out the Diploma of Arts course and all new students since 1978 are admitted to the Bachelor of Arts course.

To Qualify for the Diploma of Arts a Candidate Shall:

1. Complete a total of 24 units.
2. Complete 3 units of Core Studies including at least 1 unit with a Social Science emphasis and at least 1 unit with science emphasis.
3. Complete at least one major of 6 units (cf. degree major) in an approved discipline which generally comprises a minimum of 3 years study.
4. Complete studies in at least 3 and not more than 5 separate disciplines (excluding Core Studies).
5. Complete a minimum of 6 units and a maximum of 10 units at first level in at least 3 disciplines (excluding Core Studies).

NOTE:

For the purpose of the diploma, major studies comprise 6 units (2 units at each of 3 levels) and may be undertaken in Economics, English, Mathematics, Politics, Psychology, Sociology and Chemistry.

In addition to the approved major studies listed above, diploma students may undertake approved first level studies in Accounting, Art Theory, 4 units of Education and up to 6 approved units in Physical Science at first and second levels.

Students may not normally enrol in more than 4 units in addition to Core Studies in any one semester.
COMBINED B.Ed./B.A. COURSE

Students who have successfully completed all the course requirements for the B.Ed. at G.I.A.E. (including 16 units approved for the B.Ed.) may seek to enrol in the B.A. as stated in the Credits and Exemptions Policy. Normally, they may complete the B.A. requirements by undertaking a minimum of one additional year of full-time study (or equivalent), at least half of which shall be undertaken at the highest level. In cases where students have completed the B.Ed. at G.I.A.E. with exemptions from the standard non-Education requirements, they normally will be required to complete more than one year of full-time study (or equivalent) to satisfy the requirements for the B.A.

CONVERSION COURSES (diploma to degree)

1. Diplomates of this College -
   1.1 Diplomates of this college who have completed the Diploma of General Studies (pre-1974 course) or who have completed the Diploma of Arts shall be required to undertake, as determined by the Board, either course work, industrial, educational or other relevant experience (or a combination of both), together with whatever prescribed course(s) of reading the Dean might consider appropriate.

1.2 Such additional work as may be prescribed, together with the Diploma course which the student has already completed, will be approved by the Dean as exposing the student to the equivalent course work and level of examination as that required in the Degree. In order to ensure that a conversion course constitutes continuation at a higher level of sequential study begun in the Diploma course, all such courses shall include at least two further units of an approved Degree major at the most advanced level.

1.3 In the case of earlier or out of date Diploma courses, the completion of units or equivalent areas of study included in later Diploma courses is a primary requirement to ensure that such earlier courses are brought to a level at least equivalent to the standard of the current Diploma course. Thereupon, the procedures set out in 1.1 will apply.

1.4 Students seeking admission to a conversion course shall be at least of diploma standard but even then will not automatically be admitted to a conversion course. Diplomates refused admission to a conversion course may, in certain cases, be permitted to remedy deficiencies at entry level by satisfactorily completing a preliminary course prescribed by the Dean including extra units, project research work or special reading.

2. Diplomates from Other Tertiary Institutions -
   Applicants who have successfully completed approved studies in a tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that, in order to qualify for a degree, they shall complete at least one year of new studies approved by the Dean. At least one half of the approved programme of new studies shall consist of course work at the most advanced level required for the degree.

WORKLOADS AND STUDENT PROGRESS

(a) Full-time students shall not take more than 5 units in any one semester without the permission of the Dean.

(b) Part-time or external students shall not normally take more than 3 units (and are generally advised to regard 2 units as the maximum) in any one semester without the permission of the Dean.

(c) The Dean will review the general progress of Arts and Welfare Studies students at least once during the course of each semester. Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or to make appropriate submission in writing to the Dean through the Academic Registrar.

TEACHING AREAS

ADMINISTRATIVE STUDIES TEACHING AREA

Administrative Studies is offered as a major to students enrolled in the Bachelor of Business Degree and the following Administrative Studies units are available to all students within the multidisciplinary degree.

1st Year
- 6193 Introduction to Applied Psychology
- 6122 Introductory Sociology
- 6260 Administrative Theory and Functions
- 3261 Organisational Behaviour

2nd Year
- 3360 Organisational Change and Development
- 3367 Business Planning and Policy

The below mentioned optional units are available for second and/or third years of study (depending on pre- or co-requisites).

- 3362 Industrial Relations
- 3363 Public Enterprise
- 3364 Advanced Seminar and Research in Administration
- 3365 Personnel Management
- 3366 Marketing and Society

ECONOMICS TEACHING AREA

Economics is one of the social science disciplines which is available to students within the multidisciplinary Arts degree. Arts students may select from a range of Economics units, in association with a major in English, Mathematics, Psychology or Sociology.

Any Arts student may enrol in Economics units. For example, students majoring in Sociology may also select Economics and Politics units to complete a degree which is oriented towards social research. Psychology majors intending to follow careers in industrial psychology or vocational guidance may choose Economics units to provide a background in the nature of economic activity. Mathematics majors may elect to undertake Economics studies with a view to applying their mathematical training to economic analysis. In addition, Arts students attempting a more general Bachelor of Arts programme as training for a wide variety of careers may also wish to undertake study in Economics. The units available to Bachelor of Arts students are:

- 6100 Introduction to Economics
- 6201 Macroeconomics
- 6101 Microeconomics
- 6202 Advanced Macroeconomics
- 6300 Economic Development
- 6301 Economics of the Environment

Students undertaking the Bachelor of Arts may, subject to meeting their other course requirements, select additional units from the following Economics units which are available within the multidisciplinary degree:

- 6303 Labour Economics
- 6304 Money and Banking
- 6306 Applied Economics Research Unit
- 6307 Regional Economics
Students enrolling in Economics at the Institute for the first time will normally take 6100 INTRODUCTION TO ECONOMICS in first semester and 6201 MACROECONOMICS in second semester of their first year, and 6101 MICROECONOMICS in first semester of their second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at school are not prerequisites for the study of Economics. The 6100 INTRODUCTION TO ECONOMICS unit assumes no prior knowledge of Economics, and introduces students to a range of orthodox, liberal and radical approaches to economic theory. The only requirement for students contemplating enrolment in Economics is the desire to understand how economic systems operate. For Arts students, an understanding of the economy provides an invaluable complement to studies within other major areas.

Details of the Economics units are given in the Business Studies chapter.

ENGLISH TEACHING AREA

In 1983 there will be a major revision of the first year course. The two semester units, 6110 MODERN LITERATURE and 6111 CONTEMPORARY LITERATURE, will no longer be taught. They will be replaced with 6113 INTRODUCTION TO ENGLISH and 6114 LANGUAGE AND SOCIETY. 6113 INTRODUCTION TO ENGLISH aims at encouraging students to develop their faculties of critical inquiry, to improve their awareness of the nature of language and to deepen their understanding of the world in the twentieth century. It contains selected works of twentieth-century literature and thereby provides a basis for further study of the subject as a whole. 6114 LANGUAGE AND SOCIETY follows in the second semester and aims at increasing students' understanding of language and the various social contexts in which it exists. These two units will normally be taken in succession although the first is not a prerequisite for the second. It is essential, however, that both be completed (or that a student be accredited with an equivalent or equivalents) before any enrolment in a second or third level unit be effected.

Students who have completed one of 6110 MODERN LITERATURE and 6111 CONTEMPORARY LITERATURE may progress to a second level English unit by taking 6114 LANGUAGE AND SOCIETY. 6113 INTRODUCTION TO ENGLISH may not be added to either 6110 MODERN LITERATURE or 6111 CONTEMPORARY LITERATURE for the purposes of progression to a second level English unit.

In 1982 6112 INTRODUCTION TO LANGUAGE was offered to selected students in the School of Education. These students may progress to a second level English unit by adding either 6110 MODERN LITERATURE or 6111 CONTEMPORARY LITERATURE if they have completed such a unit by the end of 1982. They may also progress to a second level English unit by adding 6113 INTRODUCTION TO ENGLISH to 6112 INTRODUCTION TO LANGUAGE. 6114 LANGUAGE AND SOCIETY may not be taken by students who have completed 6112 INTRODUCTION TO LANGUAGE.

The normal prerequisites for second level English units, then, are any two of 6110, 6111, 6112, 6113 and 6114, bearing in mind that either 6110 or 6111 and 6113 may not be taken together and that the same applies to 6112 and 6114.

In 1983 four units will be offered at second level and four units at third level. The second level units are 6212 ROMANTIC LITERATURE, 6213 VICTORIAN LITERATURE, 6216 FILM and 6217 CONTEMPORARY ENGLISH USAGE. (Unit 6215 NINETEENTH CENTURY LITERATURE will no longer be offered.) Units 6212 and 6213 comprise a related field of study. Unit 6217 will only be available in 1983 to internal students. Units 6210 POETRY OF THE ENGLISH RENAISSANCE and 6211 ELIZABETHAN AND JACOBEAN DRAMA will not be offered in 1983. Students seeking to enrol in second level units should seek the advice of the English staff.

Normally two second level units should be completed before any third level units are attempted. The four third level units to be offered are 6310 AUSTRALIAN LITERATURE, 6311 AMERICAN LITERATURE, 6312 MODERN DRAMA and 6314 AUGUSTAN LITERATURE. Students who do not intend to proceed to a major in English may enrol in one or more of these units. Before doing so, however, they should seek the advice of the English staff.

Subject to meeting any prerequisites, students may enrol in second or third level units in either first or second semester.

Students who wish to proceed beyond first level are strongly advised to discuss their proposed course with members of the English Staff.

Units Offered in 1983

First Level

6113 Introduction to English*  
6114 Language and Society*

Second Level

6212 Romantic Literature  
6213 Victorian Literature  
6216 Film  
6217 Contemporary English Usage*

Third Level

6310 Australian Literature  
6311 American Literature  
6312 Modern Drama  
6214 Augustan Literature

*Subject to approval.

MATHEMATICAL SCIENCES TEACHING AREA

The Mathematical Sciences Area offers a wide range of units designed to cater for students in Applied Science, Business, Education, Engineering and Social Sciences. It is possible to take a major study in mathematics or operations research and computing methods, leading to one of the following degree awards:

Bachelor of Arts (Mathematics major)  
Bachelor of Applied Science (Mathematics major)  
Bachelor of Applied Science (Operations Research and Computing Methods major)

The Applied Science chapter should be consulted for further details of the Bachelor of Applied Science course. For the Bachelor of Arts degree, an intending secondary-level mathematics teacher can select a broad mathematics major, while a person interested in a career in industry or commerce can concentrate on statistics, operations research, computer programming and related mathematics.

As an alternative to a major study, mathematics can be taken as a supporting study in a Bachelor of Arts course incorporating a major in another subject area.
All mathematical sciences units have a credit value of either 1.0 or 0.5. A full unit taken by on-campus study normally involves either four hours class contact per week for one semester, or two hours per week over the whole academic year, while a half unit usually involves about two hours of class contact per week over a semester. All units are assessed on the basis of varying combinations of assessment assignments (i.e. "take-home test"), project work, tests and formal examinations.

Summary Table of Mathematical Sciences Units

The following table shows the approved mathematical sciences units. The units to be offered in 1983 are indicated. Full details of the units are given in the Applied Science chapter.

NOTE: Any second or third level units in mathematical sciences may be cancelled if demand is insufficient. This could necessitate rearrangement of your study programme and you are advised to contact a member of the mathematical sciences staff if in doubt. The first level units 7161, 7162, 7163, 7164 and 7171 have as a prerequisite satisfactory completion of a year twelve mathematics subject, which may be pure mathematics, applied mathematics, general mathematics or an equivalent. Students without this background who wish to study any of the abovementioned units should first take unit 7160 BASIC MATHEMATICS by way of preparation.

Students Majoring in Mathematics

A degree major consists of a sequence of units with a total credit value between 9.0 and 12.0, including third level units with a credit value of at least 4.0.

To keep options open, a student planning to major in mathematics should take the first level units 7161, 7162, 7163, 7164, 7171, 7182 and 7121. Any decision to omit some of these units should be discussed with a member of the mathematical sciences staff to ensure that a coherent major is possible.

The choice of third level units must be discussed with the Mathematical Sciences Chairman.

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<tr>
<th>UNIT NO.</th>
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OPERATION RESEARCH/RESEARCH TECHNIQUES

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COMPUTER PROGRAMMING/DATA PROCESSING

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*These units may not be credited towards a major study in Mathematics or Operations Research and Computing Methods. Consult unit descriptions carefully for the restrictions which apply to these units.
PSYCHOLOGY TEACHING AREA

The study of politics is the study of the way in which this society and other societies distribute their resources and control the demands of their people. In this sense, politics is the most important area of activity in our society; without politics, human society is not possible.

The teaching team in Politics at the G.I.A.E. offers six units in Politics. Although students cannot complete an eight unit major within Politics at the G.I.A.E. at present, they should note:

(1) Most employing institutions, including the Education Department, regard six units as constituting a major area for study within the degree.

(2) The Sociology teaching team recommends that students undertaking a major in sociology should do at least two units of Politics; 6181 AUSTRALIAN POLITICS and 6182 POLITICS AND SOCIETY.

(3) Students undertaking second level units in Politics must have completed one of the following units; 6180, 6181, 6182.

(4) 6181 is not a prerequisite for 6182.

(5) 3363 PUBLIC ENTERPRISE is an upper level Politics unit. As an alternative to 6180, 6181, or 6182, 6122 INTRODUCTORY SOCIOLOGY is an acceptable prerequisite for this unit only. 3363 is also an upper level Administrative Studies unit in the Bachelor of Business.

Units Offered in 1983

First Level

6181 Australian Politics
6182 Politics and Society

Second Level

6280 United States Politics
6281 Government and Society in the Soviet Union
6380 Developing Countries
3363 Public Enterprise

RESEARCH METHODS IN PSYCHOLOGY. In addition, the following recommendations are made for students who may have specific careers in mind. This list is recommended only, and where the total number of units exceeds the total required for a psychology major, some selection may be advisable.

(a) Career in Clinical Area
6390, 6350, 6151, 6391, 6394, 6396, 6397, 6398, 6399.

(b) Career in Personnel
6350, 6391, 6391, 6393, 6394, 6398.

(c) Career in Education
6350, 6391, 6390, 6391, 6393, 6394, 6398.

(d) Career in Experimental Psychology and Research
6293, 6392, 6393, 6394, 6395, 6398, 6399.

(e) Career in Counselling
(Adjustment, Vocational, Educational)
6350, 6351, 6391, 6394, 6396, 6397, 6398, 6399.

The normal first year programme for all students is 6190 and 6191.

Undergraduate Units Offered in 1983

Unit Semester
6190 Introduction to Psychology A 1
6191 Introduction to Psychology B 2
*6193 Introduction to Applied Psychology 1
**6293 Research Methods in Psychology 1
6350 Personality 2
6390 Developmental Psychology 2
6393 Perception and Learning 1
6396 Clinical Psychology A 1
6397 Clinical Psychology B 2
6398 Research Project in Psychology 1 or 2

Deferred in 1983

6351 Social Psychology
6391 Organisational Psychology
6392 Advanced Research Methods in Psychology
6394 Biological Psychology
6399 Clinical Biopsychology

*Designed for students who intend to take a single Psychology unit. Not applicable to a major in Psychology.
**Compulsory in the Psychology major.

SOCIOLOGY TEACHING AREA

Sociology is the study of people and their social relationships, and sociologists apply themselves to a wide range of social issues. The Sociology Teaching Team offers a wide range of units which draw upon the diverse field of sociological endeavour, and units designed to introduce students to sociology are taught also.

Our offering caters for students with a wide range of interests and needs; it allows students to complete a specialised qualification in social research, or to study a number of substantive areas of sociology, or to just obtain an introduction to sociology. Students enrolled in Arts, Welfare, Business, Education, Visual Arts and Applied Science are able to take units in sociology.
Bachelor of Arts students wishing to major in sociology must complete a minimum of eight units and a maximum of twelve units. Students wishing to pursue a major in sociology must complete; 6120 SOCIOLGY 1, 6220 SOCIAL THEORY AND METHODS OF SOCIAL RESEARCH (with 6276 STATISTICS FOR THE SOCIAL SCIENCES as a corequisite or 6293 RESEARCH METHODS IN PSYCHOLOGY as a corequisite if students are doing a major in psychology) and at least five second or third level units. All students intending to major in sociology are required to discuss their programme with the Sociology Teaching Team.

Students enrolled in other disciplines wishing to major in Sociology should consult the relevant entry. Further information will be found in the Guide to Students Enrolling in Sociology available from the Sociology Teaching Team.

Units Offered in 1983

Only offered at first level:
6120 Sociology 1 (Full Year)
6122 Introductory Sociology (Second Semester)

Only offered at second level:
6220 Social Theory and Methods of Social Research (Second Semester)

Offered at both second and third level:
6224 Sociology of Ethnic Relations (First Semester)
6320 Sociology of Deviance (First Semester)
6321 Sociology of Education (First Semester)
6322 Sociology of the Family (Second Semester)
6326 Sociology of Health and Welfare (First Semester)

Only offered at third level:
6329 Sociology Research Project (First Semester)
6330 Sociology Research Project (Full Year)
6331 Sociology Research Project (Second Semester)

Not offered in 1983:
6125 Anthropology 1
6221 Sociology of Knowledge
6222 Social Change
6225 Sociology of Science
6226 Sociology of Arts
6227 Sociology of Sex Roles
6228 Utopias and Alternative Societies
6323 Industrial Sociology
6324 Sociology of Migration
6325 Urban Sociology
6327 Classical and Contemporary Social Theory
6328 Sociology of Communication

ASSOCIATE DIPLOMA IN WELFARE STUDIES

General
This course is designed to provide academic and practical training for students wishing to become welfare officers. It will equip them for employment with statutory bodies, private welfare agencies and local councils, and for work in a wide variety of social settings. Accordingly, it will combine a sound intellectual and experiential grounding in welfare studies with a practical acquaintance of field situations.

A minimum of two years or equivalent of full-time study is required to complete the course. The first year is available on a part-time or external basis over two years, whilst the final year, largely devoted to welfare practice, is offered only on a full-time basis.

In addition to meeting standard entry requirements, all applicants are required to complete a Welfare Studies course administration form. This form can be obtained from the Academic Registrar, Gippsland Institute of Advanced Education, Switchback Road, Churchill, 3942, and must be returned to G.I.A.E. by October 29, 1982. All applicants short-listed on the basis of information contained in these forms will be interviewed at the Institute during November and December. In some instances, where applicants have not been involved in any course of study for a number of years, some tests may be administered. Applicants are strongly advised, however, that academic criteria are not the only ones for entry into the course. Other factors such as work and life experience, personal qualities and maturity, are taken into account.

Course Structure

Year One
Eight units to be taken throughout the year and in single semesters.

1. 6120 SOCIOLOGY 1 Full year CR 2
2. 6140 WELFARE METHODS A Semester 1 CR 1
3. 6141 WELFARE METHODS B Semester 2 CR 1
4. 6142 WELFARE ISSUES Semester 1 CR 1
5. 6143 WELFARE ADMINISTRATION Semester 2 CR 1
6. 6190 INTRODUCTION TO PSYCHOLOGY A Semester 1 CR 1
7. 6191 INTRODUCTION TO PSYCHOLOGY B Semester 2 CR 1

Year Two
Eight units to be taken in single semesters.

1. 6240 WELFARE STUDIES IIIA Semester 1 CR 1
2. 6241 WELFARE STUDIES IIIB Semester 2 CR 1
3. 6246 FIELDWORK AND PRACTICE A Semester 1 CR 1
4. 6247 FIELDWORK AND PRACTICE B Semester 2 CR 1
5. Sociology elective from:
   6224 SOCIOLOGY OF ETHNIC RELATIONS Semester 1 CR 1
   6320 SOCIOLOGY OF DEVIANCE Semester 1 CR 1
   6322 SOCIOLOGY OF THE FAMILY Semester 2 CR 1
6. 6326 SOCIOLOGY OF HEALTH AND WELFARE Semester 1 CR 1
7. 6396 CLINICAL PSYCHOLOGY A Semester 1 CR 1
8. 6397 CLINICAL PSYCHOLOGY B Semester 2 CR 1
Diagrammatic Course Structure

First Year (Full-time, Internal)  
Eight Units

**Semester One**

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First Year (Part-time or External)

**Semester One**

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**Semester Two**

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Second Year (Part-time or External)

**Semester One**

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<th>Sociology Elective</th>
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**Semester Two**

| Welfare Studies II B | Fieldwork and Practice B | Clinical Psychology B |

Final Year (Full-time, Internal)

**Semester One**

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<th>Sociology of Health and Welfare</th>
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**Semester Two**

| Welfare Studies II B | Fieldwork and Practice B | Clinical Psychology B |

Note: Students enrolled prior to 1983 should note that there is a change in the specific welfare units, and that first-year electives have been discontinued.

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**DESCRIPTION OF UNITS**

**WELFARE STUDIES**

**6140 Welfare Methods A**

**Unit Adviser:** To be advised.

**First semester - 6 hours per week - Unit Value of 1.0 - Internal and External study**

**Corequisites** (internal students): 6120, 6190, 6142.

**Prerequisites** (part-time/external students only): 6120, 6190, 6191.

**Unit Outline:** This unit gives a general introduction and overview of the scope and practice of welfare work. It considers the principles and values of welfare, its knowledge base, and the skills required for effective practice. There will be considerable theoretical and practical emphasis on the understanding and use of these various attributes, with simulation activities and video playback being used. Interpersonal skills in interviewing, and the 'helping relationship' in welfare will be emphasised.

**6141 Welfare Methods B**

**Unit Adviser:** To be advised.

**Second semester - 6 hours per week - Unit Value of 1.0 - Internal and External study**

**Corequisites** (full-time students): 6120, 6191, 6143.

**Prerequisites** (all students): 6140

**Prerequisites** (part-time/external students only): 6120, 6190, 6191.

**Unit Outline:** This unit gives an introduction to and understanding of social casework; working with families; group work; community work; and welfare in residential settings.

**6142 Welfare Issues**

**Unit Adviser:** To be advised.

**First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study**

**Corequisites** (full-time students): 6120, 6190, 6140.

**Prerequisites** (part-time/external students only): 6120, 6190, 6191.

**Unit Outline:** This unit investigates contemporary Australian social issues of vocation concern to welfare workers. Outside resource persons, visits of observation and student research and presentation will be used when possible.

**6143 Welfare Administration**

**Unit Adviser:** To be advised.

**Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study**

**Corequisites** (full-time students): 6120, 6191, 6141.

**Prerequisites** (all students): 6142
Prerequisites (part-time/external students only): 6120, 6190, 6191.

Unit Outline: This unit gives an overview of the 'welfare network' in Australia and deals with the following areas:

- History and development of welfare;
- Introduction to social policy and administration;
- The organisational context of welfare;
- Instrumental skills;
- Functions and services of specific welfare agencies.

6144 Death and Bereavement

Unit Adviser: To be advised.

Throughout the year - Unit Value of 2.0 - External study only

Prerequisites or corequisites: Nil.

Note: As from 1982 the Associate Diploma in Welfare Studies will not include a first year elective option. Those external students whose partial completion of the course already includes 6140 WELFARE STUDIES I in its previous format as a double unit, may be eligible to enrol in unit 6144.

Unit Outline: The unit aims to help students to examine their own attitudes and feelings about death, dying and bereavement; understand better some of the processes involved with dying, griefing and coping with loss; develop and enhance existing skills in interviewing and counselling. The course is designed in four segments - segments 1 and 2 will be covered in Semester 1, and segments 3 and 4 in Semester 2. The course segments are: Death - Attitudes and Responses; Dying, Grief and Mourning; Funeral Customs and Practices; and an elective research project. Each segment will be introduced with a Study Guide (S.G. 1 will be distributed at the first Weekend School) and assignments will be set. Each segment will be supported by input at the various Weekend Schools and Vacation Schools, and visiting lecturers will be used extensively.

6240 Welfare Studies IIA

Unit Adviser: To be advised.

First semester - 4 hours per week - Unit Value of 1.0 - Full-time Internal study only

Prerequisites: Eight units from first year

Unit Outline: This unit covers two areas:

(a) Social welfare law, including lectures on family, criminal and civil law; workings of the courts; and the relationship of social welfare to law.

(b) Welfare methods which consider social casework at a greater depth than in the first year. Emphasis will be placed on crisis intervention and problem-solving methods.

6241 Welfare Studies IIB

Unit Adviser: To be advised.

Prerequisites: 6240

Unit Outline: (a) Social Policy including an understanding of economic theory.

(b) Group work experience.

(c) Social administration and organisation and management.

(d) Community organisation practice and project.

6246 Fieldwork and Practice A

Unit Adviser: To be advised.

First semester - 50 days fieldwork placement (which may be completed prior to commencement of teaching semester) - plus 2 hours of seminars per week - Unit Value of 1.0 - Full-time internal study only

Corequisite: 6240

Unit Outline: Students are engaged throughout the year working in individual and group experiences in welfare settings. Many of these are in existing agencies and, where possible, such agencies are invited to offer skilled supervision in cooperation with Institute staff. In other settings, staff or sessional supervision is provided. Some fieldwork projects, especially of an investigative type, may be initiated and guided by students and staff of the Institute itself. Fieldwork requirements involve a minimum of 100 days practical work including the January, May and September vacations and two days per week throughout the year. Un satisfactory progress could mean an extension of this time. In conjunction with fieldwork, topics covered in seminars include a series of case presentations and discussion on each.

6242 Fieldwork and Practice B

Unit Adviser: To be advised.

Second semester - 50 days placement plus 2 hours of seminars per week - Unit Value of 1.0 - Full-time internal study only

Corequisite: 6241

Unit Outline: 6241

ENGLISH

6113 Introduction to English

Unit Adviser: Dr B. Colborne

First semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Nil.

Unit Outline: This unit is an introduction to the study of English. It contains selected works of twentieth-century literature, which will be examined in order to encourage students to develop their faculties of critical inquiry, to improve their awareness of the nature of language and to deepen their understanding of the world in the twentieth century.
6114 Language and Society

Unit Advisers: Dr B. Coleborne, Mr N. Courtney, Mr M. Griffiths, Mr N. Hanley, Mr P. Morgan.

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Nil.

Unit Outline: This is an introductory unit which aims at increasing students' understanding of language and the various social contexts in which it exists.

6210 Poetry of the English Renaissance

This unit will not be offered in 1983.

6211 Elizabethan and Jacobean Drama

This unit will not be offered in 1983.

6212 Romantic Literature

Unit Adviser: Mr M. Griffiths

First semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114.

Unit Outline: An introductory unit on selected works of the Romantic period.

6213 Victorian Literature

Unit Adviser: Mr M. Griffiths

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114.

Unit Outline: An introductory unit on selected works of the Victorian period.

6214 Renaissance Literature

This unit has been discontinued.

6215 Nineteenth Century Literature

This unit has been discontinued.

6216 Film

Unit Advisers: Mr N. Courtney, Mr M. Griffiths.

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 or permission. 6131 MEDIA STUDIES is a recommended unit related to this one.

Unit Outline: This unit will involve study of a selection of films by leading directors, whose work represents major developments in twentieth-century cinema.

6217 Contemporary English Usage

Unit Advisers: Dr B. Coleborne, Mr N. Courtney, Mr M. Griffiths, Mr N. Hanley, Mr P. Morgan.

First semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114.

Unit Outline: This unit aims at increasing students' awareness of the nature of contemporary English. It will focus on aspects of style and register, the composition of vocabulary and the sources of new words, problems of meaning and the factors affecting change in language, and the nature of grammar, ranging from formally correct usage to that of contemporary practice.

6310 Australian Literature

Unit Adviser: Mr P. Morgan

First semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: A study of various works of Australian literature, selected so that some wider issues in Australian cultural history can also be discussed. Some attention will be given to the teaching of Australian literature in schools.

6311 American Literature

Unit Adviser: Mr N. Hanley

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: A course examining selected novelists and poets of the period 1850 - 1930.

6312 Modern Drama

Unit Adviser: Mr N. Courtney

First semester - 4 hours per week - Unit Value of 1.0 - Internal and external study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: A unit surveying the work of a number of modern dramatists from the late nineteenth and twentieth centuries. Within this survey, the work of one dramatist, Bertolt Brecht, will be given more comprehensive treatment.

6313 Literature and Myth

This unit will not be offered in 1983.
6314 Augustan Literature

Unit Adviser: Dr B. Coleborne

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Any two of 6110, 6111, 6112, 6113 and 6114 and two second level English units for students intending to do a major sequence.

Unit Outline: An introductory course on selected works of Restoration and eighteenth-century literature.

POLITICS

6181 Australian Politics

Unit Adviser: Dr P.C. Kerr

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: A survey of the institutions of Australian government, with emphasis on Federal Government. Subjects include: political parties; pressure groups; parliament; public service; the Constitution; High Court; and arbitration system. The unit would concentrate on the following topics: diffusion and concentration of powers within the decision-making process; theories of institutional development; development of oligarchies and elites within institutions and groups; the problem of representation; general theories about power in Australian society including the pluralist and ruling-class analyses.

6182 Politics and Society

Unit Adviser: Dr P.C. Kerr

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6181.

Unit Outline: A study of political socialisation; participation and non-participation in politics; formation of political beliefs and political groups; Australian political culture; political thought and ideology in Australia. Topics include: the 'class' versus 'culture' debate in Australian political culture; role of family, school, media in inculcation of political attitudes; how and why political groups are formed; roles and styles of politicians and political activists; ideologists, and political thinking in Australia. As part of this subject students will be required to study the formation of political groups, attitudes and activities in their local environment.

6280 United States Politics

Unit Adviser: Dr P.C. Kerr

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6180 or 6181 or 6182.

Unit Outline: This unit incorporates a study of the major political movements in twentieth-century America and a study of contemporary American political institutions. Students are also introduced to the main developments in American Foreign Policy since 1939. Topics include: the New Deal; Origins of the Cold War; Post-War American Liberalism; Contemporary U.S. Foreign Policy; Presidency; Congress; Supremo Court; Bureaucracy; Minority Groups and the Political Process; the Contemporary Party System; Neo-Conservatism and the resurgence of the Right in U.S. Politics.

6281 Government and Society in the Soviet Union

Unit Adviser: Mr P. Farago

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6180 or 6181 or 6182.

Unit Outline: A study of nineteenth-century Russia, the impact of Marxism, the Bolshevik Revolution, consolidation of Bolshevism, social and economic forces of change, the thought and personalities of Lenin, Stalin, Stalin's critics, Trotsky, Bukharin and Dzjilas. The post-Stalin era and the structure and functioning of present day society, institutions and politics: Dissent: The Soviet Union as a great power.

6361 Developing Countries

Unit Adviser: Mr P. Farago

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6180 or 6181 or 6182.

Unit Outline: This is a research unit in which students attempt a minor dissertation on some aspects of the problems of modernisation. Weekly seminars deal with such topics as poverty and inequality, the psychology of poverty, theories of underdevelopment, imperialism, dependency theories, the concept of 'takeoff', agricultural and industrial development, mobilisation of the masses, foreign aid, public and private investment, the transfer of institutions and technologies from rich to poor countries, population, appropriate education, agriculture, land reform and the generation of surpluses, resources - both human and material, the importance of markets, developing planning, the inter-depence of rich and poor societies.

3363 Public Enterprise

Unit Adviser: Mr P. Farago

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6180 or 6181 or 6182 or 6122.

Unit Outline: This unit introduces students to the study of Public Enterprise. It deals with the History of Public Enterprise, types of public bodies, the management of society and economy through public bodies, contemporary public enterprise in Australia, the relationship between public and private enterprise, the future of public enterprise in post industrial societies.
6190 Introduction to Psychology A

Unit Adviser: Dr G.F. Hoare

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This unit, together with 6191, provides a general introduction to the discipline of psychology as a behavioural science. The two units 6190 and 6191 are designed to form a basis for further studies in psychology. Students may take these two units in any order they choose. The emphasis in 6190 will be on understanding the origins and development of individual differences in behaviour. A major aim will be to develop an understanding of the methods used by psychologists to describe and explain human behaviour. Topics covered will include social behaviour, human abilities and personality, developmental processes and abnormal behaviour.

6191 Introduction to Psychology B

Unit Adviser: Dr A.K. Rahman

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil, but 6190 is strongly advised.

Note: Students who take 6191 without having passed 6190 should consult the unit adviser.

Unit Outline: This unit, together with 6190, gives a general introduction to psychology as a basis for future detailed study of specific areas. The major theme is a study of the basic principles of behaviour with an emphasis on experimental methods in psychology. Topics covered include: learning and memory, thinking and problem solving, sensation and perception, biological bases of behaviour, motivation and emotion. Some basic ideas in statistics as used in psychology will also be covered.

6193 Introduction to Applied Psychology

Unit Adviser: Dr C.O. Fraser

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Note: A student cannot gain credit for 6193 in a Psychology major. Therefore, a student who has taken 6193 and who then decides that he wishes to do a major in Psychology, will need to take 6190 and 6191.

Unit Outline: This unit is intended for students who would like a short introduction to Psychology but who do not intend to study further in the area. Topics include basic areas of interest in psychology such as attitudes, group behaviour, intelligence, personality, motivation and learning and perception. The course will then look at applications of this knowledge in business and industry, such as selecting people for jobs, designing machinery, absenteeism, alcoholism, aging, transport design and drug dependency.

6293 Research Methods in Psychology

Unit Adviser: Dr C.O. Fraser, Ms D.R. Fox.

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6190, 6191.

Unit Outline: An introduction to the principles of research design and analysis in psychology. Topics to be covered include the research hypothesis, types of research design, definition and measurement of variables, experimental control and sources of confounding, conducting an experiment, evaluating and reporting results. Statistical methods covered will include: t-tests, analysis of variance non-parametric tests.

6350 Personality

Unit Adviser: Dr G.F. Hoare

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6190, 6191.

Unit Outline: This unit considers a number of theories related to human development and personality. Broadly, they will cover the following orientations: trait and factor theories, psychodynamic approaches, the behaviouristic approach and the phenomenological approach. Special consideration will be given to the relation between each orientation and the research methods through which they were derived. Selected personality assessment techniques will be used and evaluated.

6351 Social Psychology

Not offered in 1983.

Prerequisites: 6190, 6191. 6293 is recommended.

Unit Outline: This unit studies the social influences on individual behaviour and how these affect the social interactions of pairs and groups of individuals. Specific topics covered will include social perception, attribution, interpersonal attraction, group structure and performance, attitude measurement and attitude change. An emphasis will be placed on experimental exercises, both to assist in the understanding of research methodology in social psychology, and to provide experiential learning of the social processes involved.

6390 Developmental Psychology

Unit Adviser: Dr C.O. Fraser

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6190, 6191.

Unit Outline: This unit aims to provide an introduction to the study of human behaviour from a developmental perspective. The course will critically examine various theoretical approaches to the study of human development and consider the methodological problems encountered in this area. The development of the various aspects of human behaviour - physical growth, thought, language, personality and social behaviour - will be considered both from the point of view of their sequential development throughout the life-span and how they are related to each other.
6391 Organisational Psychology
Not offered in 1983.
Prerequisites: 6293 or permission.
Unit Outline: The unit is designed to introduce students to the problems experienced by people in organisational settings. It deals with the major variables influencing the performance of organisations and the work behaviour of groups and individuals within them. Emphasis is placed on system oriented organisational psychology and on viewing man as part of a work and social system.

6392 Advanced Research Methods in Psychology
Not offered in 1983.
Prerequisite: 6293
Unit Outline: This unit is designed to provide a coverage of research methodology appropriate for those progressing towards a professional qualification in psychology. It may also be appropriate for students from other social science disciplines requiring a thorough grounding in social research methods. The unit will develop further the principles of experimental design and analysis introduced in 6293. Specific topics to be covered in addition include, definition and measurement of psychological variables, selection of appropriate research designs and overcoming specific problems in different areas of psychology, quasi-experimental designs for programme evaluation and other applications, introduction to multivariate analysis.

6393 Perception and Learning
Unit Adviser: Dr A.K. Rahman
First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: 6190, 6191 or permission.
Unit Outline: The unit comprises a study of the basic biological and cognitive factors involved in the acquisition and processing of information. The processes of learning and perception are examined and considered in relation to human behaviour acquisition and concept acquisition. Broad topic areas are: sensory processes; perceptual phenomena; learning and memory.

6394 Biological Psychology
Not offered in 1983.
Prerequisites: 6190 and 6191 or permission; 1186 is recommended.
Unit Outline: The objective of the unit is to consider the biological mechanisms and the regulatory control processes of behaviour with a view to providing a rationale for self-regulation of behaviour by the individual. Topics covered will include the biological bases of mind and behaviour; anatomy and physiology of the brain and nervous systems; internal environment and the endocrine system; sensory and motor processes; neurophysiology of learning and memory, motivation and emotion, thinking and cognition; biological correlates of consciousness and psychopathological reaction. The unit will also focus on the bioregulatory processes and biofeedback procedures as therapeutic devices.

6396 Clinical Psychology A
Unit Adviser: Dr A.K. Pal
First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: 6297 or permission.
Unit Outline: Along with 6397 this unit is part of an integrated course that is designed to provide an overview of the field of clinical and community psychology. It covers all important aspects: theory; assessment; psychopathology; treatment; community psychology and social issues. Efforts will be made to give the students the broadest possible view by studying the subject from two major theoretical perspectives: the psychodynamic and the behavioural. In addition, humanistic-existential and other perspectives such as biological bases of behaviour will be discussed where relevant. The student will have ample opportunity to gain practical experience in counselling, self-management programmes and behaviour modification techniques dealing with common difficulties.

6397 Clinical Psychology B
Unit Adviser: Mr A. Love
Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: 6396 or permission.
Unit Outline: As for unit 6396.

6398 Research Project in Psychology
Unit Advisers: Dr G.F. Hoare, Dr A.K. Pal, or appropriate Psychology team member.
First or Second semester - Unit Value of 1.0 - Internal or External study
Prerequisites: 6293 plus five units in Psychology or permission.
Unit Outline: The unit is designed for students whose academic record indicates ability to undertake independent study and research in a specific interest area in psychology. It provides an opportunity for the advanced psychology student to define an interest area, to state a research question and to carry out research which deals appropriately with the question formulated. This research may be theoretical, empirical, or a blend of these two modes.
Note: Students contemplating the Research Project should confer with a unit adviser or an appropriate Psychology team member. Although the Project carries a unit value of one, it may be spread over both semesters.

6399 Clinical Biopsychology
Not offered in 1983.
Prerequisites: 6394 and 6396 or permission.
Unit Outline: The objective of this unit will be to study the biological correlates underlying the various clinical manifestations of behaviour with a
view to providing a rationale for clinical use of a vast body of information already available in the field of neuropsychology. The unit will focus on the biological mechanisms of psychopathological phenomena and examine the close interaction between the psychological factors and biological processes in the determination of mental abnormalities. The unit will also explore the possibilities and prospects of utilizing the psychobiological, as well as the esoteric, techniques like biofeedback, relaxation, autogenic and visualisation therapies, hypnotherapy, and meditation for therapeutic use in psychopathological problems, in addition to the conventional psychotherapeutic techniques. The topics covered in the unit will include psychobiological interactions in normal and abnormal behaviour, biopsychological approach to clinical problems, biology of psychopathology and psychiatry, psychobiology of biofeedback and self-control, bioregulatory processes of psychosomatic disorders, relaxation, visualisation and autogenic therapies, psychobiological mechanisms of yoga-meditation and related phenomena. The unit will concentrate more specifically to the consideration of the problems and processes involved in the application of psychobiological therapy techniques to psychopathological problems.

GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY

Course Co-ordinator: Dr A.K. Pal

Part-time - 2 years - Internal only

General: The Graduate Diploma in Counselling Psychology is designed to provide professional qualification for persons wishing to work as psychologists or counsellors in the field of mental health and personal adjustment. It is particularly relevant to people working in community health centres, social welfare, religious agencies and mental health institutions. The programme is designed not only to produce competence in dealing with problems at the individual level, but also to develop intervention skills at the system and the community levels. It aims to prepare graduates to take an active role in assessment of individual, group and community needs, and to reach out to community members rather than wait passively for them to seek help. This programme focuses on some depth on the special character of the Gippsland region and aims to produce counsellors who are sensitive to problems related to small towns and rural communities. The course has been accredited by the Australian Psychological Society as a fourth year in psychology and it meets the requirements of the Society for Associate Membership.

Structure and Subjects: The programme is designed to maintain a balance between theory, skill and experience throughout the training period. The course is divided into two parts:

Year One Unit Value Semester
6490 Counselling Theory and Practice A 1 1
6495 Psychological Assessment 1 1
6496 Small Group Learning Workshop ½ 1
6494 Professional Issues ½ 2
6497 Organisation Development 1 2
6499 Practicum and Fieldwork A 1 2

Year Two
6490 Counselling Theory and Practice B 1 1
6492 Community Psychology 1 1
6493 Research Methods 1 2
6499 Practicum and Fieldwork B 1 2

Students are required to attend on-campus lectures and workshops at the Institute on one day a week. During the second semester of each year, the students are required to acquire practical experience at placement centres.

Entry Requirements: Admission to the course is open to persons holding a Bachelor degree with a major in psychology from G.I.A.E., or its equivalent. The following undergraduate level units (or their equivalent) are prerequisites: Clinical Psychology, Organizational Psychology and Research Methods in Psychology.

In cases where qualifications do not completely meet the prerequisite requirements, students may be advised to complete relevant undergraduate units before commencing the Graduate Diploma course.

Admission will be based on assessment not only of formal academic background but also on relevant experience and applicant characteristics.

SOCIOLOGY

6120 Sociology I

Unit Adviser: Mr D.E. Nation

Throughout the year - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This course provides a broad introduction to sociology. Particular emphasis is given to applying sociological perspectives to a study of Australian society. An introduction to a wide range of substantive work, the lifecycle; deviance; gender relations; health; the economy; community and the media. A variety of competing sociological perspectives are identified and considered.

6122 Introductory Sociology

Unit Adviser: Mr T. Peterson

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This unit will examine the effect of work practices on the socio-economic life of communities, the relationships between social classes, social planning and socio-economic development in contemporary society, industrial conflict, the state and bureaucracy and human relations in industry.

Note: This unit will not normally count as a prerequisite for further study in sociology. It is a unit for students enrolled in the Bachelor of Business and other courses who wish to take only one unit of sociology.

6220 Social Theory and Methods of Social Research

Unit Adviser: Ms A.M. Robinson

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6120

Corequisites: 6276 or 6293. (6293 as a corequisite if students are doing a major in Psychology.)
624 Sociology of Ethnic Relations

Unit Advisers: Mr I.V. Hamilton, Dr P.K. Roy.

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6120

Unit Outline: This unit is designed to introduce students to the study of the relationships between ethnic groups in various societies. The concepts ethnicity, stereotype, prejudice, discrimination, and cultural pluralism will be analysed and discussed in detail with special reference to relations between ethnic groups. The unit will pay special attention to the place of ethnic groups in Australia, particularly migrant and Aboriginal groups. Contemporary theory and research in the field of ethnic relations will also be examined.

630 Sociology of Deviance

Unit Adviser: Mr T. Peterson

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6120

Unit Outline: The unit presents an opportunity for students to examine the impact of social control on different groups of individuals within western cultures. The idea of deviance is explored with reference to concepts like power and authority. Emphasis is given to issues that have emerged in the 1970's.

6322 Sociology of the Family

Unit Adviser: Mr I.V. Hamilton

Second semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6120

Unit Outline: This unit is designed to introduce students to a broadly based study of the family as a social institution in industrialising societies. The major perspectives in family sociology will be analysed and discussed. Other topics covered in this unit will include family change, kinship networks, family interaction, family disruption, socialisation, mate selection, and emerging family patterns.

6326 Sociology of Health and Welfare

Unit Advisers: Mr I.V. Hamilton and Mr T. Peterson.

First semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6120

Unit Outline: A seminar in the social organisation of health and welfare, including medical sociology, the sociology of community services and planning, medical, paramedical and 'caretaker' roles, patient and client roles and the social construction of the concepts: health and illness; sanity and insanity; welfare, need, poverty and deprivation.

6329 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr D.E. Nation, Mr T. Peterson, Ms A.M. Robinson, Dr P.K. Roy.

First semester - Unit Value of 1.0 - Internal and External study

Prerequisites: 6120, 6220 or 6229 and permission.

Unit Outline: Individual or group research projects will be designed in consultation with the sociology staff. This unit should be taken by students who wish to do an additional research unit in first semester.

6330 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr D.E. Nation, Mr T. Peterson, Ms A.M. Robinson, Dr P.K. Roy.

Throughout the year - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6120, 6220 or 6229 and one other relevant second level sociology unit.

Unit Outline: Group projects will be designed in consultation with the Sociology staff. Students may be able to do individual projects with special permission of the Sociology staff.
6331 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr D.E. Nation, Mr T. Peterson, Ms A.M. Robinson, Dr P.K. Hoy.

Second semester - Unit Value of 1.0 - Internal and External study

Prerequisites: 6120, 6220 or 6229, 6329 and permission.

Unit Outline: Individual or group research projects will be designed in consultation with the Sociology staff. This unit should be taken by students who wish to do an additional research unit in the second semester and may be taken concurrently with 6330 SOCIOLOGY RESEARCH PROJECT.

ASSOCIATE DIPLOMA IN GENERAL ADMINISTRATION

This course is primarily for persons occupying supervisory positions in industry, government or agriculture, e.g., office manager, credit manager, factory manager, section head or farm manager. The aim of the course is to enable such persons to be better equipped to perform the functions required of them in their chosen employment.

The course consists of eight units of study over two years by external study only. It is expected that those wishing to undertake such a course will probably be in employment already and will undertake the course outside normal working hours. The external study mode is particularly appropriate for such people. Persons completing the course will be eligible for associate membership of the Institute of Business Administration.

Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification, e.g., a T.A.F.E. Certificate.

Course Outline

To qualify for the award students have to successfully complete six compulsory units and two elective units. The normal course followed by an external student would be:

**Year One**

- 3168 PRINCIPLES OF ADMINISTRATION
- 3171 ECONOMIC ANALYSIS
- 3170 DATA PROCESSING
- 3149 FINANCIAL MANAGEMENT

**Year Two**

- 3169 PERSONNEL MANAGEMENT
- 3181 BUSINESS APPLICATIONS

Two of the following electives -

- 3164 OFFICE ADMINISTRATION
- 3165 PUBLIC ADMINISTRATION
- 5255 FACTORY ADMINISTRATION
- 3167 FARM ADMINISTRATION
- 3180 MARKETING

In 1983 the following electives will be offered for Year Two students:

- 3167 FARM ADMINISTRATION
- 3184 OFFICE ADMINISTRATION
- 5255 FACTORY ADMINISTRATION

The normal load for an external student is two units per semester. All of the Year One units will be available from 1983 onwards. Year Two units will be available from 1983 although it is not expected that all of the elective units will be offered each year.

Students must have completed Year One of their studies before being eligible to undertake second year units.

For further information on the course, please contact the Course Co-ordinator, Mr John Benson.
BACHELOR OF BUSINESS

The Bachelor of Business course was introduced in 1978 and provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

The Bachelor of Business Degree falls under the umbrella of the Institute's multidisciplinary degree which allows students a choice of units from the Bachelor of Arts Degree, the Bachelor of Applied Science Degree as well as from the Bachelor of Business Degree.

To qualify for the Degree:
(a) A candidate must complete at least twenty-four semester units from units approved for the multidisciplinary degree;
(b) A candidate must complete a major study of eight to twelve semester units in at least one business teaching area, and two sub-majors of at least four semester units in two other business teaching areas.

The business teaching areas are:
- ACCOUNTING
- ADMINISTRATIVE STUDIES
- ECONOMICS
- LAW

At the present time, ACCOUNTING, ECONOMICS and ADMINISTRATIVE STUDIES are available as majors and/or sub-majors whilst LAW is available as a sub-major only;
(c) A candidate may include up to four units of CORE STUDIES;
(d) A candidate must complete: 6174 QUANTITATIVE METHODS 1 and 6175 DATA PROCESSING 1 or such other Mathematics units as judged suitable by the Chairman of the Board of Studies in Business.

EXTERNAL STUDIES

Most of the units in the Bachelor of Business course will be offered externally. Details can be found in the Description of Units section.

REQUISITES

A student may not enrol in any unit for which he has not completed (or is currently completing) the prerequisites, for the year in which enrolment is sought. Exemptions from this requirement may be given in certain circumstances, and applications to this effect should be made in writing to the Academic Registrar.

ACADEMIC PROGRESS

Students select their programme of studies with guidance from academic staff and subject to the approval of the Chairman of the Board of Studies in Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

INTERNAL STUDENTS

Because of employment opportunities, it is recommended that most full-time internal students should complete a Business Degree with a major in Accounting. A suggested study programme is as follows:

YEAR ONE

Semester One
- 3140 INTRODUCTORY ACCOUNTING A
- 3150 INTRODUCTION TO LAW
- 6100 INTRODUCTION TO ECONOMICS
- 6193 INTRODUCTION TO APPLIED BEHAVIOURAL PSYCHOLOGY

Semester Two
- 3141 INTRODUCTORY ACCOUNTING B
- 3151 CONTRACTS
- 6201 MACROECONOMICS
- 6122 INTRODUCTORY SOCIOLOGY

YEAR TWO

Semester One
- 3340 CORPORATE ACCOUNTING
- 3250 BUSINESS ORGANISATION
- 6101 MICROECONOMICS
- 6174 QUANTITATIVE METHODS 1

Semester Two
- 3241 MANAGEMENT ACCOUNTING
- 3251 TAXATION LAW AND PRACTICE
- 6202 ADVANCED MACROECONOMICS
- 6175 DATA PROCESSING 1

YEAR THREE

Semester One
- 3240 BUSINESS FINANCE AND DECISION MAKING
- 3342 AUDITING
- 3260 ADMINISTRATIVE THEORY AND FUNCTIONS
- 3344 PROJECT PLANNING AND CONTROL
- 3345 DEVELOPMENT OF ACCOUNTING THOUGHT
- 3346 BUSINESS FINANCE
- 3347 FINANCIAL MANAGEMENT

Semester Two
- 3341 ACCOUNTING THEORY AND CURRENT ISSUES
- 3261 ORGANISATIONAL BEHAVIOUR

*One of the optional units will have to be an accounting option. Selection of optional units will have to be made after discussions with academic staff.

BUSINESS TEACHING AREAS

Accounting (Major)

The Accounting Major is designed specifically for those who wish to make a career in accounting. Many opportunities exist for Accountants in industry, commerce, the public service and public practice. The following Accounting units are available to students undertaking the Bachelor of Business Degree:

- 3140 INTRODUCTORY ACCOUNTING A
- 3141 INTRODUCTORY ACCOUNTING B
- 3240 BUSINESS FINANCE AND DECISION MAKING
- 3241 MANAGEMENT ACCOUNTING
- 3340 CORPORATE ACCOUNTING
- 3341 ACCOUNTING THEORY AND CURRENT ISSUES
- 3342 AUDITING
- 3343 ACCOUNTING RESEARCH PROJECT
- 3344 PROJECT PLANNING AND CONTROL
- 3345 DEVELOPMENT OF ACCOUNTING THOUGHT
- 3346 BUSINESS FINANCE
- 3347 FINANCIAL MANAGEMENT

To major in Accounting the first seven units above are compulsory, and students must complete at least one optional unit from the last five units listed.
Students seeking membership of either the Australian Society of Accountants or the Institute of Chartered Accountants in Australia must complete the Bachelor of Business Degree including a major of no less than eight semester units in Accounting and no less than four Law units. These units are: 3140 INTRODUCTORY ACCOUNTING A, 3141 INTRODUCTORY ACCOUNTING B, 3240 BUSINESS FINANCE AND DECISION MAKING, 3243 MANAGEMENT ACCOUNTING, 3340 CORRESPONDING ACCOUNTING, 3341 ACCOUNTING THEORY AND CURRENT ISSUES, 3342 AUDITING and any one of the five optional Accounting units: 3343 ACCOUNTING RESEARCH PROJECT, 3344 PROJECT PLANNING AND CONTROL, 3345 DEVELOPMENT OF ACCOUNTING THOUGHT, 3346 BUSINESS FINANCE, 3347 FINANCIAL MANAGEMENT PLUS 3150 INTRODUCTION TO LAW, 3151 CONTRACTS, 3250 BUSINESS ORGANISATION, 3251 TAXATION LAW AND PRACTICE.

Full details of all units to be offered in 1983 appear under the Description of Units Section.

Administrative Studies (Major)

The Administrative Studies major is designed, first, to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organisational contexts and to take account of a wide variety of social, economic and political factors; second, to provide an academic framework for the development of leadership skills; third, to establish a sound basis for the subsequent assimilation of administrative experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well as providing an academic framework for personnel involved in more general fields of people-management and business decision-making.

The following units are available to students undertaking the Bachelor of Business degree:

**First Year**
- 6193 INTRODUCTION TO APPLIED PSYCHOLOGY
- 6122 INTRODUCTORY SOCIOLOGY

**Second Year**
- 3260 ADMINISTRATIVE THEORY AND FUNCTIONS
- 3261 ORGANISATIONAL BEHAVIOUR

**Third Year**
- 3360 ORGANISATIONAL CHANGE AND DEVELOPMENT
- 3367 BUSINESS PLANNING AND POLICY

The above mentioned optional units are available for second and/or third years of study, (depending on pre or co-requisites listed for each unit in the Description of Units section).

- 3362 INDUSTRIAL RELATIONS
- 3363 PUBLIC ENTERPRISE
- 3364 ADVANCED SEMINAR AND RESEARCH IN ADMINISTRATION
- 3365 PERSONNEL MANAGEMENT
- 3366 MARKETING AND SOCIETY

Students who plan an Administrative Studies Major will find it useful to undertake studies in Law, Economics and Accounting, whilst other units such as Organisational Psychology and Politics may well be complementary.

On completion of the major in Administrative Studies, students are eligible to gain membership of the Institute of Business Administration. In addition, depending on course structure design, it is anticipated that students will gain eligibility for membership of the Institute of Personnel Management of Australia.

Full details of all units to be offered appear under the Description of Units section.

Economics (Major)

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least eight units of Economics, or may select fewer Economics units as electives to support their chosen majors. Units available to Bachelor of Business students are:

- 6100 INTRODUCTION TO ECONOMICS
- 6201 MICROECONOMICS
- 6101 MACROECONOMICS
- 6202 ADVANCED MACROECONOMICS
- 6300 ECONOMIC DEVELOPMENT
- 6301 ECONOMICS OF THE ENVIRONMENT
- 6303 LABOUR ECONOMICS
- 6304 MONEY AND BANKING
- 6306 APPLIED ECONOMICS RESEARCH UNIT
- 6307 REGIONAL ECONOMICS (not available in 1983)

Students enrolling in Economics at the Institute for the first time will normally take 6100 INTRODUCTION TO ECONOMICS in first semester and 6201 MACROECONOMICS in the second semester of their first year, and 6101 MICROECONOMICS in first semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at school are not prerequisites for the study of Economics at the Institute - the only prerequisite is the desire to understand how economic systems operate.

Full details of all units to be offered in 1983 appear under the Description of Units section.

Law (Sub-major)

Law is offered as a sub-major in the Bachelor of Business Degree. Students who major in Accounting will need to complete four units: 3150 INTRODUCTION TO LAW, 3151 CONTRACTS, 3250 BUSINESS ORGANISATION, 3251 TAXATION LAW AND PRACTICE, if they wish to gain admission to the professional accounting bodies.

Students majoring in other areas may wish to take a law sub-major or a number of law units which will support their area of major study. In addition to the four units mentioned above, a number of optional units will be available from time to time both to internal and external students. Availability will depend on the other commitments of the members of staff in charge and the number of students opting for a unit. Subject to that, the following units might be available as an option in semester one of Year Two:

- 3350 ADMINISTRATIVE LAW
- 3351 INDUSTRIAL AND LABOUR LAW
- 3352 APPLIED TAXATION
- 3353 CONSUMER LAW
- 3354 THE CITIZEN AND COMMERCIAL TRANSACTIONS
Some of the following options might be offered during semester two of Year Three:

- 3355 REAL PROPERTY
- 3356 CREDITORS' RIGHTS
- 3357 EMPLOYMENT LAW
- 3358 WRONGS
- 3359 MERGERS, CONSOLIDATIONS, ACQUISITIONS AND TAKE-OVERS

WELFARE LAW (unit number to be advised)

In addition to supporting areas of major studies, the Law component in the Business Degree is designed to acquaint students with the legal problems they might encounter in their careers, and in the case of Taxation to equip accountancy students for professional practice.

The law units are also available for study by students undertaking the Institute's multidisciplinary degree.

Full details of all units to be offered in 1983 appear under the Description of Units section.

### DESCRIPTION OF UNITS

#### ACCOUNTING

**3140 Introductory Accounting A**

**Unit Adviser:** Mr A.C. Purnell

*First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External Study*

**Prerequisites:** Nil.

**Unit Outline:** The unit assumes no prior knowledge of accounting. It aims to establish basic bookkeeping skills and introduce functional accounting systems. Topics covered in the unit include: necessary assumptions; basic accounting procedures; design and operation of records and systems; treatment of cash, debtors, creditors, wages, inventory and fixed assets; end of period procedures; reporting format; internal control systems and the audit function; the computerised accounting system. The unit is taught in two modules which are tested to a mastery level of understanding. An extensive practical assignment determines almost the entire assessment grade in this unit.

**Prescribed Reading:** (a) Students not intending to complete an accounting major or who have not previously studied accounting:


(b) Students anticipating continuing on to an accounting major and/or who have previously studied accounting:


**Recommended Reading:** Will be advised in unit study materials.

**3141 Introductory Accounting B**

**Unit Adviser:** Mr R. Boyd

*Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External Study*

**Prerequisite:** 3140

**Unit Outline:** Having studied basic bookkeeping and accounting procedures in Introductory Accounting A, this unit provides a sound knowledge of more specialised areas of accounting. Topics include: partnership accounting, company accounting, funds statements, analysis and interpretation of financial statements, alternative forms of financial accounting and pastoral accounting.

**3240 Decision Making and Business Finance**

**Unit Advisers:** Mr M. Verteigan, Mr N. Watson

*First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External Study*

**Prerequisite:** 3241

**Unit Outline:** This unit contains two sections, namely, decision making and business finance. The decision making section covers the following topics: the role of decision making in accounting, relevant costs for decision making, uncertainty in decision making; linear programming; network analysis and capital budgeting. The business section covers the following topics: sources of finance; cost of capital; capital structure decision; dividend policy and evaluation of leasing proposals.
3241 Management Accounting

Unit Adviser: Mr H. Watson

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3141

Unit Outline: This unit is designed to provide a sound appreciation of the management accounting function for various levels of management through a study of full absorption and direct cost approaches to job costing, process costing, standard costing, pricing and marketing methods, joint and by-product budgets and budgetary control, responsibility accounting, together with an appraisal of the interface between management accountants and other professions.

3340 Corporate Accounting

Unit Adviser: Mr I. Roberts

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3141

Unit Outline: This unit examines the form and content of published financial reports. It also examines the effect on accounting reports and records caused by the formation of a corporate structure for a business entity. Topics examined include: the influence of financial accounting, preparation of financial reports, including consolidated statements, and accountability for combinations.

3341 Accounting Theory and Current Issues

Unit Advisers: Mr I.W. Roberts, Mr A. Purnell

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3240

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

3342 Auditing

Unit Adviser: Mr R. Boyd

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3241 and 3250

Unit Outline: This unit is designed to develop an understanding of auditing from a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

3343 Accounting Research Project

Unit Adviser: Mr A. Purnell

First and Second Semester - Unit Value of 1.0 - Internal and External study

(N.B. There are some compulsory attendance requirements for external students.)

Prerequisite: 3241. Entry to this unit is subject to the approval of the Accounting Teaching Team.

Unit Requirements: A project has to be undertaken, chosen from one of the following:

Type A: Available to those students who are able to gain employment in a relevant accounting area for a minimum equivalent time of three hours per week during the semester. Students will prepare a paper based on their work experience. Assessment is based on the understanding demonstrated in the paper and on the employer's report.

Type B: Available to those students who wish to investigate approved topics through a process of interviews and questionnaires with organisations, as well as completing relevant reading on the topic. Assessment is based on the substance and evaluation of findings presented in a written paper. Examples of projects which may be approved are: management accounting needs of small businesses, farm management accounting and the practice and effectiveness of standard costing systems.

Type C: This is predominantly a research project based on available literature in financial accounting. Findings will bear reference to current financial practices within the area of an approved topic. Assessment is based on the findings presented in a written paper.

NOTE: Students should note that before a project is commenced, approval must be received from the Accounting Teaching Team, and that at the conclusion of the project, students will be required to present their paper in class.

3344 Project Planning and Control

Unit Adviser: Mr M. Vertigan

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3241

Unit Outline: The aim is to further develop this topic as introduced in 3240 DECISION MAKING AND BUSINESS FINANCE. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include: the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods.

Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.
3346 Business Finance

Unit Adviser: To be advised.

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3240

Unit Outline: This unit covers investment analysis topics, namely, efficient markets, portfolio analysis, the capital asset pricing model and analysis and interpretation of financial reports. In addition, the following corporate finance topics will be discussed: capital budgeting incorporating risk; the capital asset price model and corporate finance; and takeovers and mergers.

Administrative Studies

6122 Introductory Sociology

Unit Adviser: Dr P.K. Roy

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: Nil.

Note: This unit will not count as a prerequisite for further studies in Sociology. It is a unit for students enrolled in the Bachelor of Business and other courses who wish to take only one unit of Sociology.

Unit Outline: This course will examine the effects of work practices on the socioeconomic life of communities, the relationships between social classes, the socioeconomic development of Western and third world countries, industrial relations, the state and bureaucracy.

6193 Introduction to Applied Psychology

Unit Adviser: Mr J. Kavanagh

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: Nil.

Note: A student cannot gain credit for both 6193 and 6190. Therefore, a student who has taken 6193 and who then decides that he wishes to do a major in Psychology, will need to convert his 6193 unit to 6190. This conversion course will be arranged by the course adviser in 6190.

Unit Outline: This unit is intended for students who would like a short introduction to Psychology, but who do not intend to study further in the area. (Students who intend to take other Psychology units should enrol in 6190 INTRODUCTION TO PSYCHOLOGY 1 instead.)

The unit has two sections. The first, of six weeks, is an introduction to Psychology in general. It will cover the topics of scientific methods, social psychology, intelligence, personality, biological processes, and motivation and emotion. The second section, of eight weeks, will then look at applications of this knowledge in business and industry, such as designing machinery, factory layout, selecting people for jobs, work motivation, mental health, absenteeism, alcoholism, ageing and drug dependency.

3260 Administrative Theory and Functions

Unit Adviser: Mr J. Etheredge

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6193 and 6122

Unit Outline: This unit includes a general introduction to modern management and studies the development of administrative theory from both an historical and a functional viewpoint. The administrative functions of organising, planning, staffing, control, decision-making and innovation are explored. Students are introduced to the case study approach as a means of illustrating practical administrative and organizational problems and solutions.

3261 Organisational Behaviour

Unit Adviser: Mr J.W. Benson

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3260

Unit Outline: This unit studies the behaviour of individuals and groups within organisational settings. Topics include: conflict, decision-making and problem-solving, supervision and leadership, evaluation of group performance and management by objectives. The roles of personnel practice and industrial relations are discussed. Small group exercises are used to give students practical experience in these areas.

3360 Organisational Change and Development

Unit Adviser: Mr J. Etheredge

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3261

Unit Outline: This unit is designed to help the manager or prospective manager to understand the problems of maintaining an effective organisation and to provide knowledge of how an organisation may be changed in order to most effectively cope with the changing demands of the modern business environment.

3362 Industrial Relations

Unit Adviser: Mr J.W. Benson

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 6193 and 6122, or equivalent

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, trade union and employer associations, industrial law, methods of resolving industrial conflict, establishing and administering the rules of the work place, with special reference to compulsory arbitration, collective bargaining and worker participation.
3363 Public Enterprise
   Unit Adviser: Mr P. Farago
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: One of 6180, 6122, 6181 or 6182.
Unit Outline: This unit introduces students to the origins, types, accountability and problems of various types of public enterprise organisations in Australia and overseas.

3364 Advanced Seminar and Research in Administration
   Unit Adviser: Mr J.W. Benson
First and Second Semesters - Unit Value of 1.0 - Internal and External study
Corequisite: 3360
Note: Students may not enrol in this unit without prior consultation with unit adviser.
Unit Outline: Students are required to undertake a research project which is designed in consultation with the Administrative Studies staff.

3365 Personnel Management
   Unit Adviser: Mr J. Etheredge
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: 6193 and 6122 or equivalent
Unit Outline: This unit is aimed at giving managers and potential managers a knowledge and understanding of personnel administration and practices. Topics include: nature of personnel administration, the employment function, training and development, wage and salary administration, general personnel function, industrial relations, current problems in personnel management and personnel policies and policy making.

3367 Business Planning and Policy
   Unit Adviser: To be advised.
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 3360
Unit Outline: This unit firstly examines business planning in relation to management control systems, information systems and the implementation of these, before concentrating on corporate strategy determination and implementation. A case study approach is predominantly used.

ECONOMICS

6100 Introduction to Economics
   Unit Advisers: Mr I.A. Gibson, Mr M.J. Crowley, Mr W.F. Batterby, Ms R. Jacobs
First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisites: Nil.
Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

6101 Microeconomics
   Unit Advisers: Mr W.F. Batterby, Mr I.A. Gibson
First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 6100
Unit Outline: This unit is an intermediate course in microeconomics, which develops the microeconomic theory introduced in 6100 INTRODUCTION TO ECONOMICS. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society's material wants.

6201 Macroeconomics
   Unit Adviser: Mr M.J. Crowley
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 6100
Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian economy.

6202 Advanced Macroeconomics
   Unit Adviser: Mr W.F. Batterby
Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study
Prerequisite: 6201
Unit Outline: This unit builds on the material introduced in 6201 MACROECONOMICS. An emphasis is given to more recent developments in economic theory. Current macroeconomic problems of the Australian economy and a consideration of policy options form a major segment of the unit.
6300 Economic Development

Unit Adviser: Mr M.J. Crowley

First Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6101, 6201

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.

6301 Economics of the Environment

Unit Adviser: Mr I.A. Gibson

Second Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6101

Unit Outline: This unit involves the study of economic aspects of environmental issues, such as the causes of environmental deterioration, the economics of pollution and conservation and the economics of environmental protection policies.

6303 Labour Economics

Unit Adviser: Mr W.P. Battersby

Second Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6101

Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; the wage structure; income distribution; money, wages and inflation; incomes policy; manpower planning. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions in the wage determination process. Close consideration is given to the operation of the Australian labour market.

6304 Money and Banking

Unit Adviser: Mr M.J. Crowley

First Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6201

Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.

6306 Applied Economics Research Unit

Unit Advisers: Mr M.J. Crowley, Mr W.P. Battersby, Mr I.A. Gibson

First and Second Semesters: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6101, 6202

Unit Outline: The unit involves research and reading in an area specifically approved by the Economics teaching staff. The unit is consciously vocational, being designed to provide students with practical experience in the use of their training in Economics. It is a step between their academic training and their future roles as professional economists, or other positions requiring the use of economic skills. As such, students are encouraged to design research projects which will be of positive benefit to the community.

6307 Regional Economics

Not offered in 1983

First Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 6101, 6201

Unit Outline: This unit involves a study of the economic forces underlying regional development and under-development in Australia. It will look at the regional impact of current economic changes and the social and political policy implications that follow these changes. Emphasis will be placed on empirical research and practical studies which are relevant to regional economic problems in Victoria.

LAW

3150 Introduction to Law

Unit Adviser: Mr I. Henry

First Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This unit provides an introduction to legal systems and in particular to the legal system in Australia and the operation of the judicial process. It is designed to provide a basis for the study of other law units. Specific topics include the nature of Law and the legislative and judicial processes, Government and the individual, and other aspects of law such as law and society and law and morality.

3151 Contracts

Unit Advisers: Mr I. Henry, Dr. V.G. Venturini

Second Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3150

Unit Outline: This unit involves a study of the general theory of contract embodying necessary elements of specific contracts such as: agency, bailment, negotiable instruments, consumer credit, insurance and suretyship and guarantee.

3250 Business Organisation

Unit Adviser: Dr V.G. Venturini

First Semester: 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3150

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).
3251 Taxation Law and Practice

Unit Adviser: Mr A.L. Moore

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3141

Unit Outline: This unit is designed to provide students with a working knowledge of current law of taxation. It prepares the ground for more advanced study in taxation. Specific topics are: assessable income, derivation of income, exempt income and deductions, taxable companies, partnerships, trusts, superannuation funds and primary producers. Law of taxable settlements in damages.

Books: Income Tax Assessment Act

3350 Administrative Law

Unit Adviser: Mr A.L. Moore

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3150

Unit Outline: A study of that body of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultra vires, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.


3351 Industrial and Labour Law

Unit Adviser: Mr A.L. Moore

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3150

Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour xowers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.

Books: Conciliation and Arbitration Act, C.C.H.
Sykes, The Employer, the Employee and the Law. Law Book Company.

3352 Advanced Taxation

Unit Adviser: To be advised.

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 3251. This unit is optional.

Unit Outline: The aim of this unit is the better to equip accountancy students for professional practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business degree to study taxation in greater depth. Specific topics covered include: objections and appeals, detailed examination of specific types of taxpayers such as trusts, primary producers and superannuation funds, particularly from the aspect of their value in taxation planning. A brief study of international agreements and other forms of taxation apart from income tax such as estate and gift duties. Anti-avoidance legislation will also be considered.

3353 Consumer Law

Unit Adviser: Dr V.G. Venturini

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3151, 3250

Unit Outline: This unit deals with commercial transactions and the purchasing of goods; fraud, misrepresentation in, and illegality of, commercial contracts; the study of consumer protection federal and state laws and the identification of developing trends in other jurisdictions and their possible application to Australian consumer protection legislation.

3354 The Citizen and Commercial Transactions

Unit Advisers: Mr I. Henry, Dr V.G. Venturini

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3151, 3250

Unit Outline: This unit provides an exploration of the philosophy, development and application of consumer protection legislation; a study of Common and statute law available to consumers; a view of the balance between (laisser faire) market economy and (caveat venditor) manufacturer liability.

3355 Real Property

Unit Adviser: Mr A.L. Moore

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3151


3356 Creditors' Rights

Unit Adviser: Mr I. Henry

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3151, 3250

Unit Outline: This unit deals with the illness and death of the enterprise, whether individual or juridical. In particular it considers how the Bankruptcy Act provides an equitable distribution of the debtor's assets among creditors, how an unfortunate trader may be discharged so as to be permitted to resume trading afresh. The unit also considers other methods of satisfying creditors through composition and assignment, and completes the study of the Companies legislation by treating in depth liquidation and winding up.

3357 Employment Law

Unit Adviser: Mr A.L. Moore

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3151


3358 Wrongs

Unit Adviser: Mr I. Henry

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3151

Unit Outline: The aim of this course is to introduce students to particular types of torts and the remedies available for financial loss caused by such civil wrongs. Topics covered will be negligence, in relation to both defective products and statements; confidential information; occupier's liability; defamation and a master's duty toward his servants.

3359 Mergers, Consolidations, Acquisitions and Takeovers

Unit Adviser: Mr I. Henry

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 3150, 3250

Unit Outline: Simply, this course is designed to investigate the requirements of the new complex code on Takeovers, Mergers or Consolidations. The major thrust of the statutory provisions is frankness and disclosure of all relevant information and intentions. This course will study what these particular requirements demand. As well, a study will be made of the powers and functions of the National Companies and Securities Commission.

Welfare Law (unit number to be advised)

Unit Adviser: To be advised.

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: Nil.

Unit Outline: This course has the ambitious aim of introducing the student to and the gaining of some understanding of what can best be described as "working law for everyday occurrences" and "social institutional law". As well as studying the rights and remedies of the parties involved, the course will examine those institutions and organizations designed to allow the citizen ready access to settle grievances. The course will encompass such topics as the Small Claims Tribunal; custody, maintenance and divorce; children's rights; workers compensation; regulation of car sales; sale of defective products and landlord and tenant rights.

MATHEMATICS

7191 Quantitative Methods 1
For details see the Applied Science chapter.

7151 Data Processing 1
For details see the Applied Science chapter.

7291 Quantitative Methods 2
For details see the Applied Science chapter.

7251 Data Processing 2
For details see the Applied Science chapter.

POST GRADUATE DIPLOMA IN LABOUR/MANAGEMENT RELATIONS
(Available subject to accreditation.)

In recent years the Gippsland Institute of Advanced Education has been heavily involved in the field of Labour/Management relations. This course represents a further significant development in that field. The course is designed primarily for graduates employed in labour/management relations or wishing to pursue employment in that area, and for those with substantial industrial relations and/or personnel management experience wishing to pursue formal studies.

The course is available on an external studies basis only. It consists of eight units of study, two week-long residential schools in each year of study and weekend schools. Most participants will be in employment and will need to recognise considerable personal commitment and employer support is essential to successful completion of the course.

The course has a common first year programme. Thereafter students will specialise in either Labour Relations or Personnel Management.

Entry Level

Admission to the course will normally be open to applicants possessing an acceptable degree or diploma coupled with at least two years work experience OR an acceptable degree or diploma and work experience in the field of industrial relations or personnel management OR significant work experience in a specific and relevant work area.
Applicants will be required to attend a full day session at G.I.A.E., that would include a panel interview, written and oral tests and a group exercise. Additional letters of intent from employers or organizations confirming that they are aware of course requirements and commitments expected of the students (n.b. this may be waived in certain exceptional circumstances).

Course Outline

Students will be required to successfully complete six compulsory units and two elective units for award of the Diploma.

Year One - (common year)
Management Theory
Industrial Relations A
Personnel Management A
Elective (see below)

Year Two - Module 1: Industrial Relations
Industrial Law
Industrial Relations B
Research Projection in Industrial Relations
Elective (see below)

Year Two - Module 2: Personnel Management
Industrial Law
Personnel Management B
Research Project in Personnel Management
Elective (see below)

There are no exemptions for course units.

Normally external students will take two units per semester. Year One units will be available from 1983 onwards. Year Two units will be available from 1984, although it is not expected that all of the elective units will be offered each year.

Year One programme for 1983 will be as follows -

Semester One
Management Theory
Industrial Relations A

Semester Two
Personnel Management A
Elective

For further information on the course, please contact Mr Kevin Hince, Dean, Schools of Business and Social Sciences.

DESCRIPTION OF UNITS

3901 Management Theory and Practice

Unit Adviser: Mr J. Etheredge

First Semester - Unit Value of 1.0 - External study

Unit Outline: This unit provides an introduction to the theory and practice of management within a complex and dynamic organisational society. It examines the historical development of management thought and the contributions of the major theorists, culminating in the contingency theory approach. The characteristics of formal organizations, the concept of organisational change and the behaviour of people within organisations are then studied. These aspects of theory are related to the functions carried out within the management process. An opportunity is taken at the conclusion of the programme to examine contemporary issues in management and directions of future development.
DIPLOMA OF TEACHING (Primary)

The School of Education provides courses leading to professional qualifications for primary and secondary teachers and school librarians. The Diploma of Teaching and Graduate Diploma in Education courses offered by the School are essentially for pre-service, professional education of teachers. The Bachelor of Education course is a multi-purpose course, the alternative programmes of which are designed for both pre-service and in-service professional educational training in the primary, secondary and school librarianship fields. The Associate Diploma in School Librarianship is a two year course for qualified teachers and is offered in the external mode only.

The Graduate Diploma in Educational Administration is also offered only in the external mode and is designed for teachers in primary and secondary education as well as for educational administrators.

The Institute co-operates with other colleges to offer courses.

Graduate Diploma in Religious Education (Institute of Catholic Education)
Diploma of Technical Teaching (Hawthorn Institute of Technology)

Enquiries about these courses may be directed to the Academic Registrar.

All courses meet the requirements of registration and employing authorities.

GENERAL INFORMATION

Admission

See details on Admissions, page 6.

Enrolment and Course Approval

Guidance and information will be provided in the selection of units for an approved course. All students wishing to enrol for courses or units in the School of Education should make formal application and initial enquiries through the Academic Registrar.

Part-time and external students not currently undertaking full-time studies for H.S.C. (e.g. teachers wishing to upgrade qualifications), should discuss their application with the relevant course adviser. An appointment should be made through the Academic Registrar.

Students are to submit a full course proposal on the relevant form for consideration by the appropriate course adviser at the time of enrolment.

Course Advisers:

Diploma of Teaching (Primary) Mr H.J. Pearson
Bachelor of Education: Mr A. Box
- Primary programme
- Secondary programme
- School Librarianship programme Mr P. Edwards
Graduate Diploma in Education (Secondary) Mr L. Yee
Graduate Diploma in Educational Administration Mrs V. Clarke
Associate Diploma in School Librarianship Mr L. Yee

Changes to Courses

Changes to courses must be discussed with the appropriate course adviser before enrolment is completed. Changes to courses during a year must also be discussed with the relevant course adviser.

In view of modifications to courses and units, students who enrolled prior to 1983 should discuss their courses with the relevant course adviser.

Study Loads: Full Time Teachers

Before enrolling for further studies teachers presently employed are requested to contact the Academic Registrar to arrange a counselling interview to assess the feasibility of their study plans.

Attendance Requirements

See individual unit descriptions.

External Studies

All courses in the School of Education except the Bachelor of Education (Secondary programme - for initial teacher preparation) are offered through External Studies. Students are given study guides to assist with each unit.

Readings are provided. Lecturers are available to assist external students at Weekend and Vacation Schools or at other times mutually convenient to both lecturer and student; tutorials may be arranged and other study resources are available through the G.I.A.E. Student centres in Bairnsdale, Leongatha, Sale, Warragul, Dandenong and Camberwell. Do not hesitate to seek advice from any staff member.

Structure of Courses

Diploma of Teaching and Bachelor of Education courses contain three inter-related components:

Professional Studies provide the basis of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is also placed on skills in curriculum design, implementation and evaluation. See units listed on page 53.
School Experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations.

For pre-service students completing the Diploma of Teaching and Bachelor of Education (Secondary), a minimum of 100 days of supervised school experience is required. School experience is related to the Professional units, and students must elect to complete school experience in the same study period as that in which they complete the relevant professional units.

General Studies are intended to extend their education and to give students deeper understanding of the subjects which they have chosen to teach in schools, e.g., Mathematics, Science, English, Creative Arts. Diploma of Teaching students also complete Foundation Studies units directly related to the subjects presently taught in primary school. See units listed on page 53.

The Graduate Diploma in Education contains only Professional studies and school experience.

Two courses in School Librarianship are offered by the School of Education; the Associate Diploma in School Librarianship and the Bachelor of Education (School Librarianship programme).

Both courses are offered primarily to enable qualified teachers to gain the qualifications needed to work in school libraries and they are also upgrading courses for teachers.

Credits and exemptions for previous academic work may be granted towards the Associate Diploma and the Bachelor's degree in School Librarianship.

**Professional Education Studies Units**

**INTRODUCTION TO TEACHING AND SCHOOL EXPERIENCE**

4003 School Experience (no unit value) (p. 56)
4006 Introduction to Teaching (no unit value) (p. 57)
4011 Introduction to Teaching (half unit) (p. 57)
4012 Introduction to Teaching (half unit) (p. 57)
4015 Introduction to Teaching (p. 57)

**FOUNDATION STUDIES UNITS**

4131 Foundation Studies: Mathematics (half unit) (p. 57)
4132 Foundation Studies: Language and Communication (p. 58)
4133 Foundation Studies: Creative Arts (p. 58)
4231 Foundation Studies: Mathematics (half unit) (p. 58)
4234 Foundation Studies: Science (p. 58)

**OTHER PROFESSIONAL STUDIES**

4112 Child Growth and Development (p. 58)
4211 Development and Learning (p. 59)
4301 Curriculum Development (p. 59)
4303 Philosophical Foundations of Education (p. 59)
4111 Basic Issues (p. 59)

**CURRICULUM STUDIES - PRIMARY** (page 59)

4170 Curriculum Studies: Language Arts (half unit) (p. 60)
4240 Curriculum Studies: Creative Arts (p. 60)
4270 Curriculum Studies: Language Arts (half unit) (p. 60)
4320 Curriculum Studies: Social Studies (p. 60)
4350 Curriculum Studies: Mathematics (p. 60)
4360 Curriculum Studies: Science (p. 60)

**CURRICULUM STUDIES - SECONDARY** (page 61)

4321 Curriculum Studies: Social Science (p. 61)
4331 Curriculum Studies: Business Studies (p. 61)
4341 Curriculum Studies: Creative Arts (p. 61)
4342 Curriculum Studies: Creative Arts (p. 62)
4351 Curriculum Studies: Mathematics (p. 62)
4352 Curriculum Studies: Mathematics (p. 62)
4361 Curriculum Studies: Science (p. 62)
4362 Curriculum Studies: Science (p. 62)
4371 Curriculum Studies: Language Arts (p. 62)
4372 Curriculum Studies: Language Arts (p. 63)

**FOURTH YEAR PROFESSIONAL STUDIES**

4421 Language and Communication (p. 63)
4423 Sociological Foundations of Education (p. 63)
4424 Philosophy of Education (p. 63)
4426 Curriculum Theory and Evaluation (p. 63)
4427/8/9 Curriculum Studies (p. 64)
4435 Educational Psychology (p. 64)

**GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION**

4440 The Administrative Process I (p. 64)
4441 Social Policy and Education (p. 64)
4442 The Administrative Process II (p. 64)
4443 The Administrator in the School Community (p. 65)
4444 Curriculum Development (p. 65)
4445 Human Relations in Educational Administration (p. 65)
4446 Organisational Theory and Educational Organisation (p. 65)
4447 Educational Resource Budgeting and Planning (p. 65)
4448 Organisational Evaluation (p. 65)
4449 Contemporary Issues and Future Trends - Educational Administration (p. 65)

**SCHOOL LIBRARIANSHIP**

4001 Librarianship Practicum (no unit value) (p. 65)
4121 Children's Literature (p. 66)
4122 The Growth of Library Services (p. 66)
4123 The School Library Resource Centre (p. 66)
4124 Bibliographic Organisation of Library Materials: 1 (p. 66)
4225 Bibliographic Organisation of Library Materials: 2 (p. 67)
4226 Collection Building (p. 67)
4227 Library Resource Centre Reference Services and Activities (p. 67)
4228 Organisation and Administration of the Resource Centre (p. 67)
DIPLOMA OF TEACHING (Primary)

The Diploma of Teaching is a three year full time course providing basic preparation for primary teaching. Eight General units will be chosen from:

English, Mathematics, Politics, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. For Foundation Studies units, ten Professional units and a minimum of 100 days supervised school experience are required in addition to the General units.

A full time student is required to complete:

<table>
<thead>
<tr>
<th>Year</th>
<th>First Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester Offered</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to Teaching (half unit) and 20 days of School Experience</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>2</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>3</td>
<td>Development and Learning</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>4</td>
<td>Foundation Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>5</td>
<td>Creative Arts Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>6</td>
<td>Language Arts (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>7</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>8</td>
<td>General Studies units</td>
</tr>
<tr>
<td></td>
<td>1 or 2</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Teaching (half unit) and 35 days of School Experience</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>2</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>3</td>
<td>Development and Learning</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>4</td>
<td>Mathematics (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>5</td>
<td>Creative Arts Studies: Mathematics</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>6</td>
<td>Language Arts (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>7</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>8</td>
<td>General Studies units</td>
</tr>
<tr>
<td></td>
<td>1 or 2</td>
</tr>
</tbody>
</table>

Third Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45 days of School Experience (no unit value)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>2</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>3</td>
<td>Basic Issues</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Curriculum Studies: Social Studies: Mathematics</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Curriculum Studies: Mathematics</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>6</td>
<td>Language Arts (half unit)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>7</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>8</td>
<td>General Studies units</td>
</tr>
<tr>
<td></td>
<td>1 and 2</td>
</tr>
</tbody>
</table>

Details of Professional units and Foundation Studies units appear on pages 56-59.

The eight General units must include at least two and not more than four separate subject areas. These units must include four units from one of the subject areas such as English, Mathematics, Psychology, Science, Sociology and Visual Arts.

Diploma of Teaching Sequence for External Students

Students enrolled externally will normally be required to take units in the following manner:

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Four General Education Studies units</td>
</tr>
<tr>
<td>2</td>
<td>Foundation Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td></td>
<td>Introduction to Teaching (half unit) and 20 days school experience</td>
</tr>
<tr>
<td></td>
<td>Foundation Studies: Language and Communication</td>
</tr>
<tr>
<td></td>
<td>Creative Arts</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies: Language Arts (half unit)</td>
</tr>
</tbody>
</table>

Year 3

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>2</td>
<td>Development and Learning</td>
</tr>
</tbody>
</table>

Year 4

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Teaching (half unit) and 35 days school experience</td>
</tr>
<tr>
<td></td>
<td>Foundation Studies: Mathematics (half unit)</td>
</tr>
<tr>
<td></td>
<td>Foundation Studies: Science</td>
</tr>
<tr>
<td></td>
<td>Basic Issues</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies: Language Arts (half unit)</td>
</tr>
</tbody>
</table>

Year 5

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Studies units</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Creative Arts</td>
</tr>
</tbody>
</table>

Year 6

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45 days School Experience</td>
</tr>
<tr>
<td></td>
<td>Curriculum Development</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Creative Arts</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>Science</td>
</tr>
</tbody>
</table>

This sequence enables curriculum studies and school experience to be taken closer to possible employment.

On completion of the Diploma of Teaching, and normally after some teaching experience, students may take fourth year studies leading to the Bachelor of Education by studying two General units which will build previous studies into a major or sub-major, and six Professional units:

<table>
<thead>
<tr>
<th>Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sociological Foundations of Education</td>
</tr>
<tr>
<td></td>
<td>Philosophy of Education</td>
</tr>
<tr>
<td></td>
<td>Curriculum Theory and Evaluation</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies</td>
</tr>
<tr>
<td></td>
<td>Curriculum Studies</td>
</tr>
<tr>
<td></td>
<td>Two General Studies units</td>
</tr>
</tbody>
</table>

BACHELOR OF EDUCATION (Secondary Programme)

The pre-service Bachelor of Education (Secondary programme) is a four year on-campus concurrent course for the preparation of secondary teachers in Mathematics, Physical Sciences, Business Studies and Humanities. The Bachelor of Education (Secondary programme) consists of 30 units: 8 are Professional units and 22 are General Studies units approved for degree purposes. A minimum of 100 days' supervised school experience is required.

A full time student is required to complete:

<table>
<thead>
<tr>
<th>Year</th>
<th>First Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Experience 10 days (no unit value)</td>
</tr>
<tr>
<td></td>
<td>Whole Year</td>
</tr>
<tr>
<td>2</td>
<td>Eight General Education Studies units</td>
</tr>
<tr>
<td></td>
<td>1 or 2</td>
</tr>
</tbody>
</table>
Second Year
4011 Introduction to Teaching (half unit) and School Experience 20 days
4112 Child Growth and Development
4211 Development and Learning
Curriculum Studies unit (Method 1)
Four General Studies units

Semester Offered
Whole Year

Third Year
4012 Introduction to Teaching (half unit) and School Experience 35 days
Curriculum Studies unit (Method 2)
Six General Studies units

Whole Year

Fourth Year
4003 School Experience 45 days (no unit value)
4301 Curriculum Development
4303 Philosophical Foundations of Education
4311 Basic Issues
Four General Studies units

Whole Year

The selection of 22 General units must include at least two and not more than five separate subject areas. Students must complete two majors of 8 units each or one major of 8 units and two sub-majors of 6 units each.

Teachers who wish to upgrade their qualification to a Bachelor of Education will be given some credits and exemptions for study completed successfully at a recognised tertiary institution. Upgrading can be undertaken in either on-campus or off-campus study mode.

BACHELOR OF EDUCATION (School Librarianship)

The Bachelor of Education (School Librarianship) caters for two major categories of students. The former are qualified and preferably experienced teachers wishing to become teacher librarians and the latter are classroom teachers wishing to up-grade or to obtain a further qualification which will contribute both to their teaching and professional development.

The course consists of units selected from Professional units, from approved General Studies degree units in the Social Sciences, Humanities or Applied Science and Business approved by the Chairman of the Board of Studies in Education and eight School Librarianship units, plus a compulsory Practicum of 20 days supervised practical experience in a school library and 20 days approved special fieldwork.

Students should give consideration to a balanced study programme. It is advisable to plan a course pattern which will allow for first level units in Librarianship (i.e. those in the 41.. series) to be taken before proceeding on to second level units (i.e. those in the 42.. series).

The following inter-relationships should be considered when planning courses:

Unit 4124 BIBLIOGRAPHIC ORGANISATION OF LIBRARY MATERIALS: 1 is a prerequisite for unit 4225 BIBLIOGRAPHIC ORGANISATION OF LIBRARY MATERIALS: 2.

Unit 4227 LIBRARY RESOURCE CENTRE REFERENCE SERVICES AND ACTIVITIES and unit 4228 ORGANISATION AND ADMINISTRATION OF THE LIBRARY RESOURCE CENTRE are second level units and should be taken towards the end of the School Librarianship course.

Unit 4001 SCHOOL LIBRARIANSHIP PRACTICUM should be taken towards the end of the courses and, preferably, not before the second year.

Those students requiring other Professional or General units to complete their courses should take these units concurrently with School Librarianship units.

ASSOCIATE DIPLOMA IN SCHOOL LIBRARIANSHIP

Teachers holding at least a two year teaching qualification are eligible for admission. The Associate Diploma in School Librarianship, which is a course of 16 units, requires two years full-time study or the part-time equivalent. The course consists of 8 units in School Librarianship plus a compulsory Practicum of 20 days supervised experience in a school library and 20 days approved fieldwork. The non-Librarianship component consists of 8 units in General Studies from degree courses in Education, Social Sciences, Humanities or Applied Science. These 8 units must be selected from at least 2 subject areas.

GRADUATE DIPLOMA IN EDUCATION (Secondary)

The Graduate Diploma in Education is a one year pre-service course for applicants with an approved degree or three year diploma from a recognised tertiary institution.

The Graduate Diploma in Education consists of eight Professional units and a minimum of 45 days of supervised school experience.

GRADUATE DIPLOMA IN EDUCATION

Professional Education Units

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4015</td>
<td>Introduction to Teaching and 45 days</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4112</td>
<td>Child Growth and Development</td>
<td>2</td>
</tr>
<tr>
<td>4211</td>
<td>Development and Learning</td>
<td>1</td>
</tr>
<tr>
<td>4301</td>
<td>Curriculum Development</td>
<td>Whole Year</td>
</tr>
<tr>
<td>4303</td>
<td>Philosophical Foundations of Education</td>
<td>1</td>
</tr>
<tr>
<td>4311</td>
<td>Basic Issues</td>
<td>2</td>
</tr>
<tr>
<td>4402</td>
<td>Two Curriculum Studies units (normally two single methods)</td>
<td>Whole Year</td>
</tr>
</tbody>
</table>

Upon completion of the Graduate Diploma in Education or its equivalent, and normally after some teaching experience, students may undertake additional studies leading to the Bachelor of Education by completing the eight Professional units listed below.
BACHELOR OF EDUCATION (Secondary programme)

Graduating from Graduate Diploma in Education.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4421</td>
<td>Language and Communication</td>
<td>1</td>
</tr>
<tr>
<td>4423</td>
<td>Sociological Foundations of Education</td>
<td>1</td>
</tr>
<tr>
<td>4424</td>
<td>Philosophy of Education</td>
<td>2</td>
</tr>
<tr>
<td>4426</td>
<td>Curriculum Theory and Evaluation</td>
<td>1</td>
</tr>
<tr>
<td>4427</td>
<td>Curriculum Studies</td>
<td>1</td>
</tr>
<tr>
<td>4428</td>
<td>Curriculum Studies</td>
<td>2</td>
</tr>
<tr>
<td>4429</td>
<td>Curriculum Studies</td>
<td>2</td>
</tr>
<tr>
<td>4435</td>
<td>Educational Psychology</td>
<td>2</td>
</tr>
</tbody>
</table>

GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION (External mode only)

Course Adviser: Mr R. McCulloch

Part-time 2 years - External study only

General

The Graduate Diploma in Educational Administration offers, by off-campus study, the accredited Bendigo College of Advanced Education course in Educational Administration for teachers in primary, secondary and technical schools, as well as for educational administrators.

The teaching programme will draw on the common elements of administration in business and public areas as well as the more specific field of educational administration. Lecturers from the Schools of Business and Education at G.I.A.E. and Bendigo C.A.E. as well as visiting lecturers and administrators will contribute to the teaching programme.

Entry Requirements

Applicants will normally hold a three-year teaching qualification or an approved equivalent, and have at least five years' teaching experience.

Other applicants will be considered if they supply details of relevant academic qualifications, work experience, and interest in this course.

Structure and Subjects

The course is divided into two equal parts: years 1 and 2 with five units in each year.

Year One

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4440</td>
<td>The Administrative Process I</td>
<td>1</td>
</tr>
<tr>
<td>4441</td>
<td>Social Policy and Education</td>
<td>1</td>
</tr>
<tr>
<td>4442</td>
<td>The Administrative Process II</td>
<td>2</td>
</tr>
<tr>
<td>4443</td>
<td>The Administrator in the School Community</td>
<td>2</td>
</tr>
<tr>
<td>4444</td>
<td>Curriculum Development</td>
<td>Whole Year</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4445</td>
<td>Human Relations in Educational Administration</td>
<td>1</td>
</tr>
<tr>
<td>4446</td>
<td>Organisational Theory and Educational Organisations</td>
<td>1</td>
</tr>
<tr>
<td>4447</td>
<td>Educational Resource Budgeting and Planning</td>
<td>2</td>
</tr>
<tr>
<td>4448</td>
<td>Organisational Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>4449</td>
<td>Contemporary Issues and Future Trends in Educational Administration</td>
<td>Whole Year</td>
</tr>
</tbody>
</table>

DESCRIPTION OF UNITS

DEFINITIONS:

Contact Time: Timetabled lecture, tutorial and workshop time, seminars;

Course Adviser: Staff member in the School of Education who is adviser to students wishing to enrol in a particular programme;

External: Mode of study, largely off-campus. For all subjects offered externally, study guides and readings will be provided as appropriate;

Semester: Academic unit of time - approximately fifteen weeks of teaching;

Unit Adviser: A staff member who is responsible for teaching a unit;

Unit: A segment of the programme involving both contact time and study time. It is equivalent to one semester of 4 hours' class contact time in the internal study mode, plus at least 4 hours of individual study time.

INTRODUCTION TO TEACHING AND SCHOOL EXPERIENCE

4003 School Experience (no unit value)

Unit Adviser: Mr H.J. Pearson

Prerequisites: 4011, 4012.

Availability: Whole year.

Year 3 for Diploma of Teaching.

Year 4 for Bachelor of Education (Secondary) on-campus only.

Class Contact: Internal - Pre and post practicum guidance.

External - Pre and post practicum guidance.

Unit Outline: 45 days in schools, induction to employment.

Teaching Methods: Seminars.

Assessment: Satisfactory completion of supervised school experience.
4006 Introduction to Teaching (Bachelor of Education - Secondary) *(no unit value)*

**Unit Adviser:** Mr H.J. Pearson

**Availability:** Whole year.
Year 1 for Bachelor of Education (Secondary).

**Class Contact:** Internal - Pre and post practicum guidance.

**Unit Outline:** Students will be placed in schools for 10 days to observe teachers and children at work. This will provide an orientation to future work in Introduction to Teaching and Curriculum Studies.

**Teaching Methods:** Pre and post school visits, conference with lecturers.

**Assessment:** Participation in the school; written report on school activities and observations.

4011 Introduction to Teaching (Diploma of Teaching and Bachelor of Education - Secondary) *(half unit)*

**Unit Adviser:** Mr H.J. Pearson

**Corequisite:** 20 days supervised experience in schools.

**Availability:** Whole year.
Year 1 for Diploma of Teaching.
Year 2 for Bachelor of Education (Secondary).

**Class Contact:** Internal - 2 hours per week, plus visits.
External - Diploma of Teaching only - 3 hours at weekend and vacation schools.

**Unit Outline:** This unit will introduce students to practical teaching skills required in the organisation and management of classroom learning. Aspects include observation, planning, questioning, classroom management and use of instructional media.

**Teaching Methods:** Lectures, workshops, film, micro-teaching, supervised experience in schools.

**Assessment:** Class tests; tasks set for School Experience; school visits; micro-lessons.

4012 Introduction to Teaching (Diploma of Teaching and Bachelor of Education - Secondary) *(half unit)*

**Unit Adviser:** Mr H.J. Pearson

**Corequisite:** 35 days of supervised experience in schools.

**Prerequisite:** 4011.

**Availability:** Whole year.
Year 2 for Diploma of Teaching.
Year 3 for Bachelor of Education (Secondary).

**Class Contact:** Internal - 2 hours per week, plus visits.
External - Not available for external study in 1983.

**Unit Outline:** This unit will include organisation and management of learning, measurement, evaluation and reporting of pupil progress, use of resources, media and audio-visual equipment in teaching.

**Teaching Methods:** Lectures, workshops, film, micro-teaching, supervised experience in schools.

**Assessment:** Class tests; tasks set for school experience; school visits; micro-lessons.

4015 Introduction to Teaching (Graduate Diploma in Education)

**Unit Adviser:** Mrs V.L. Clarke

**Availability:** Whole year.
External students and part-time students will normally study this unit in the second year of their programme.

**Class Contact:** Internal - 3 hours per week.
External - 4 hours per weekend school and vacation school.

**Unit Outline:** Students will study skills of observation, lesson planning, use of audio-visual aids, questioning, re-inforcing behaviour, classroom management and discipline, assessment of pupil performance and reporting pupil progress. Support will be provided for periods of school experience.

**Teaching Methods:** Lectures, workshops, films, micro-teaching and supervised school experience.

**Assessment:** Class tests; tasks set for School Experience; school visits; micro-lessons.

**FOUNDATION STUDIES**

4131 Foundation Studies: Mathematics *(half unit)*

**Unit Adviser:** Mr A. Box

**Availability:** Year 1 - whole year.

**Class Contact:** Internal - 2 hours contact and 2 hours demand.
External - 4 hours per weekend/vacation school.

**Unit Outline:** Foundation Studies: Mathematics is concerned with the exploration of modern mathematical ideas and historical concepts of mathematics which underlie the mathematical content of the primary school syllabus. This necessitates a deeper and more detailed investigation of mathematical ideas which can be used in an elementary classroom. Attention will also be given to personal mathematical competence, particularly at the primary school level.

**Teaching Methods:** Workshops.

**Assessment:** 1 Major Assignment.
5 Minor Evaluated Tasks.
4132 Foundation Studies: Language and Communication

Unit Adviser: Mrs B.E. Overbury
Availability: Year 1 - whole year.
Class Contact: Internal - 3 hours per week.
External - 4 hours per weekend/vacation school.
Unit Outline: An introduction to tertiary study, and to the general issues of language in education. The aims of the unit are: to develop students' competence in language usage; to examine the role of language in human communication; to lay a foundation for the curriculum study of Language Arts by exploring the nature of language across the curriculum with an emphasis on reading theory.
Teaching Methods: 2 hour seminar.
2 hour tutorial workshop per week.
Assessment: Two major essays, tests, tutorial paper and weekly exercises done in class.

4133 Foundation Studies: Creative Arts

Unit Adviser: To be advised.
Availability: Year 1 - whole year.
Class Contact: Internal - 4 hours per week.
External - 4 hours at weekend schools.
6 hours at vacation schools.
Unit Outline: This unit will develop ideas and skills in a number of Creative Arts areas: art, crafts, music, movement, physical education and health. Particular areas of specialization and study will be negotiated according to the needs and interests of students.
Teaching Methods: Workshops, tutorials, films, projects.
Assessment: Participation in scheduled workshops. Students will be encouraged to provide an informal exhibition of their work.

4231 Foundation Studies: Mathematics (half unit)

Unit Adviser: Mr A. Box
Prerequisite: 4131.
Availability: Year 2 - whole year.
Class Contact: Internal - 2 hours contact.
External - 4 hours per weekend/vacation school.
Unit Outline: Unit 4231 continues to lay the foundation for later work in curriculum studies by exploring further strategies, activities and the study of mathematical concepts essential to the beginning teacher of mathematics. It is structured in such a way as to present material in an on-going creative problem solving form.
4211 Development and Learning

Unit Adviser: To be advised.
Availability: Semester 1.
Class Contact: Internal - 4 hours per week.
External - 4 hours per weekend school.

Unit Outline: In this unit we will focus on the following: the different aspects of human development (physical, cognitive, personal, social) and how these affect the teaching-learning process; the diverse forms of classroom management and classroom interaction and how they affect the instructional process; behavioural and cognitive theories of learning and conditions under which they may be implemented; and factors which help teachers determine appropriate decisions throughout the instructional process.

Teaching Methods: Lecture, discussion, small group activities, use of audio-visual aids.
Assessment: Participation, assignments, tests.

Unit Outline: In the unit students are asked to question, examine and analyse some of the key, underlying assumptions in education. In this manner students will come to see that, if education is to be a rational activity, then the concepts involved, the arguments for and the justifications of it need to be made explicit and coherent.

Among the topics to be studied are: introduction to philosophical analysis; the concept of man; aims of education; the nature of knowledge; relation of knowledge to schooling and the curriculum; creativity; freedom and authority; teaching and indoctrination.

Teaching Methods: Study guide material, selected readings, self-evaluation exercises, lectures and seminar/tutorial sessions designed to give students practice in thinking philosophically about educational issues.

Assessment: Exercise on philosophical analysis 10
Seminar presentation notes 15
Essay 1 (1000 words) 25
Essay 2 (1000 words) 25
Take away examination 25

4311 Basic Issues

Unit Adviser: Dr T. Evans
Availability: Semester 2.
Year 3 for Diploma of Teaching.
Year 4 for Bachelor of Education (Secondary).
Graduate Diploma in Education.

Class Contact: Internal - 4 hours per week.
External - 2 hour sessions per weekend and vacation school.

Unit Outline: This unit will identify and analyse some of the basic issues of secondary education in Australia. Sociological approaches will be used to study the nature of these issues and to assess their impact upon teaching. Students will be encouraged to critically consider these issues in relation to their future careers.

Teaching Methods: Lectures, tutorials, discussions, study guides.
Assessment: Two written assignments and final examination.

CURRICULUM STUDIES - PRIMARY

Curriculum studies in the Diploma of Teaching are offered throughout the three year programme.

Areas of study are:

Mathematics;
Language Arts;
Science;
Creative Arts, Physical Education and Health;
Social Studies.
All subject areas are offered on-campus. Off-campus studies are offered in alternate years in the following subjects:

1983 Social Studies;
Science;
Language Arts.

1984 Creative Arts;
Mathematics;
Language Arts.

4170 Curriculum Studies: Language Arts - Primary (half unit)

Unit Adviser: To be advised.
Corequisite: 4132.
Availability: Whole year.
Class Contact: Internal - 2 hours per week.
External - 2 - 4 hours per weekend school.
Unit Outline: An introduction to Language Arts as a language integrated programme in the first seven years at school. Students will be introduced to reading theory, the development of literacy in children, the importance of stories and children's books within a Language Arts programme, and to the use of drama and oracy in language development.

Teaching Methods: Seminars and workshops.
Assessment: School based tasks; participation in story reading activities; workshop activities; journal.

4240 Curriculum Studies: Creative Arts - Primary

Unit Adviser: To be advised.
Prerequisite: 4133.
Availability: Year 2 - whole year.
Class Contact: Internal - 3 - 4 hours per week.
External - Not offered externally during 1983.
Unit Outline: This unit emphasises the methodology of teaching creative and performance arts. It will encourage an understanding of the characteristics, qualities and development of child art and methods of developing classroom programmes in art education. Methods will include evaluating child art. The unit will encourage teaching art to children to develop creativity, self-confidence, skill development and general personal development. Similar attention will be given to crafts, music, physical education and health.

Teaching Methods: Seminars and workshops.
Assessment: Class attendance and participation; projects include completion of an arts programme relevant to a primary school.

4270 Curriculum Studies: Language Arts - Primary (half unit)

Unit Adviser: To be advised.
Prerequisites: 4132, 4170.
Availability: Whole year.
Class Contact: Internal - 2 hours per week.
External - 2 - 4 hours per weekend school.
Unit Outline: A continuation of the Language Arts (4170) programme started in first year. In second year the focus will be on the progressive development of oracy and literacy in the first seven years of schooling, with emphasis on the whole language approach, and its relationship to drama, music, speech and writing.

Teaching Methods: Lectures and workshops associated closely with the School Experience programme.
Assessment: Attendance at lectures, seminars; tasks set during school experience sessions; a year-long Journal.

4320 Curriculum Studies: Social Studies - Primary

Unit Adviser: Mr H.J. Pearson
Availability: Semester I.
Class Contact: Internal - 4 hours per week.
External - 2 - 4 hours at weekend and vacation schools.
Unit Outline: This unit familiarises students with current approaches to, and resources about, social education programmes. Students will be introduced to social studies curriculum in use in primary schools, and to the strategies and techniques appropriate for classroom use.

Teaching Methods: Lectures, workshops, study guides.
Assessment: 80% attendance (Internal) Assignment 1 - 40% Internal and Assignment 2 - 40% External. Examination - 80%

4350 Curriculum Studies: Mathematics - Primary

Unit Adviser: Mr A. Box
Prerequisite: 4231.
Availability: Year 3 - whole year.
Class Contact: Internal - 2 hours contact and 3 hours demand.
External - Not offered externally during 1983.
Unit Outline: Primary Curriculum Study Mathematics is designed to introduce students to the skills, knowledge and strategies necessary to facilitate pupils' conceptual development of elementary mathematics. This unit is a classroom based unit, centering on the content of Primary School Mathematics Curricula in Australia; the use of teaching materials and organisation facilitating the teaching and learning of Mathematics. This is a practical unit designed to meet the needs of beginning teachers to allow them to make a worthwhile contribution to children's mathematical learning experiences.

Teaching Methods: Workshop.

Assessment: 3 major teaching assignments.
10 minor evaluated tasks.

4360 Curriculum Studies: Science - Primary

Unit Adviser: Dr G.W. Dettrock

Availability: Year 3 - whole year.

Class Contact: Internal - 3 hours per week.
External - 2 - 4 weekend and vacation schools.

Unit Outline: This unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools.
Research, curriculum developments, resources, testing and practical work are treated in detail.

Teaching Methods: Workshop, tutorials.

Assessment: Attendance at 80% of workshops is required.
Assessment is based on workshop participation and assignments.

CURRICULUM STUDIES - SECONDARY

Curriculum Studies in the Graduate Diploma in Education and the Bachelor of Education (Secondary) are offered throughout the year.

Areas available for study are:
- Mathematics;
- Science;
- Business Studies;
- Language Arts;
- Social Science;
- Creative Arts (Graduate Diploma in Education only).

Graduate Diploma in Education students require a major of eight units or a sub-major of six units as a prerequisite to study in a method area.

Bachelor of Education (Secondary) students normally will require at least one year of general studies in a given subject area prior to being accepted into a curriculum studies unit. The second curriculum unit will require concurrent study in the relevant subject area.

It is essential to seek the Course Adviser's guidance when selecting your curriculum studies units.

Except in the case of Creative Arts (usually studied as a double method), students will normally be accepted for single methods only, unless staff are available and a special case to study a double method is approved by the Board of Studies in Education.

Example of two single methods:

4321 Social Science (a major, for example, in history, geography or politics);
4371 Language Arts (a major in English).

A double method study programme is designed to ensure ability to teach a subject area at the senior secondary school level. In the case of English, Mathematics and Creative Arts, students will be expected to have completed more than a normal major of study in these areas. In science, a good background of study in more than one of biology, chemistry, physics or environmental science (for a single method) should be supported by a major in one of these areas which will give a basis for the second science method course.

4321 Curriculum Studies: Social Science - Secondary

Unit Adviser: Mrs V.L. Clarke

Prerequisites: Year 1 for Bachelor of Education.
Degree or Diploma.

Availability: Whole year.

Class Contact: Internal - 3 hours per week.
External - Compulsory attendance at vacation schools and first weekend school (3 hours). Attendance at other weekend schools (3 hours per school).

Unit Outline: The unit will introduce students to the skills and competencies required of secondary social science teachers. Philosophical, psychological and methodological issues will be established as guidelines for teaching Social Science courses to secondary school children. Recent trends in teaching about society are considered. Emphasis will be placed upon practical investigation and workshop activities.

Teaching Methods: Lectures, seminars, tutorials, small group work, individual work, excursions, projects.

Assessment: 2 major projects.
2 contracted assignments.
School Experience tasks.
Completion of workshop activities.

4331 Curriculum Studies: Business Studies - Secondary

Unit Adviser: Mr B. Jackson

Prerequisite: Year 1 for Bachelor of Education.
Degree or Diploma.
Availability: Whole year.

Class Contact: Internal - 3 hours per week.
External - 3 hours per weekend school; 6 hours per vacation school.

Unit Outline: Business Studies provides an applied bias to the development of secondary curriculum units of study, techniques, aids, evaluation, consumer education and, where possible, job experience. The place of business studies in the secondary curriculum and current trends and practices are examined. The place of economics in the secondary curriculum and approaches to teaching strategies, techniques, materials, assessment and the development of units of study and teaching aids are examined.

Teaching Methods: Lectures, workshop and seminars.

Assessment: Essays; development of a programme relevant to a secondary school.

4341/4342 Curriculum Studies: Creative Arts - Secondary (Graduate Diploma in Education only)

Unit Adviser: To be advised.

Prerequisite: Degree or Diploma.

Availability: Whole year.

Class Contact: Internal - 3 hours per week for each unit.
External - 6 hours per weekend/vacation school.

Unit Outline: These units will lead the student teacher to an understanding of: the nature of art - its meaning and function; the characteristics, qualities and development of child art; methods of developing classroom programmes in art; methods of teaching art; evaluating child art.

Teaching Methods: Workshops and seminars.

Assessment: Class attendance and participation; projects include completion of an art programme relevant to a secondary school.

4351 Curriculum Studies: Mathematics - Secondary

Unit Adviser: Dr G.W. Detrick

Prerequisite: 4 semester units of approved college level mathematics. Degree or Diploma.

Availability: Whole year.

Class Contact: Internal - 2 hours per week.
External - 2 - 4 hours per weekend and vacation school.

Unit Outline: This unit deals with the role of mathematics in the curriculum, and psychological and philosophical bases for mathematics teaching. Definite techniques for teaching a range of mathematical topics are examined to equip the student with a framework for the development of effective teaching techniques. Considerable stress is placed upon the use of teaching materials through workshop activities.

Teaching Methods: Lecture, seminar, workshop, directed study, research.

Assessment: Project, materials preparation, tests or examination.

4352 Curriculum Studies: Mathematics - Secondary (Senior Level)

Details to be made available to successful applicants to take this unit.

4361 Curriculum Studies: Science

Unit Adviser: Dr G.W. Detrick

Prerequisite: Year 1 for Bachelor of Education. Degree or Diploma.

Availability: Whole year.

Class Contact: Internal - 2 hours per week.
External - 3 hours per weekend school.
6 hours per vacation school.

Unit Outline: The course is intended to prepare students for teaching science in secondary schools with an emphasis on science as taught in years 7 to 10. Topics covered include the nature of science, teaching strategies, science curricula, laboratory management and safety.

Teaching Methods: Workshops, tutorials, independent study.

Assessment: Attendance at 80% of workshops is required. Assessment is based on workshop participation, assignments and development of teaching programmes.

4362 Curriculum Studies: Science - Secondary (Senior Level)

Details to be made available to successful applicants to study the teaching of Biology, Chemistry, Physics or Environmental Science in secondary schools.

4371 Curriculum Studies: Language Arts - Secondary

Unit Adviser: Mr J.C.P. Edwards

Prerequisite: Year 1 for Bachelor of Education. Degree or Diploma.

Availability: Whole year.

Class Contact: Internal - 4 hours per week.
External - 3 hours per weekend school.
6 hours per vacation school.
**Unit Outline:**

Students will be required to study various approaches to the teaching and learning of Language Arts. The emphasis in these units is on synthesising knowledge of the subject matter with pedagogic theory and being able to put these into effective practice. While students will be required to familiarize themselves with and evaluate the most influential models in Language Arts curricula, and will be required to workshop these, they will nevertheless be encouraged to show initiative and originality.

Every candidate is expected to produce a complete curriculum package by the end of the year (cf. Assessment, below).

**Teaching Methods:**

Study guides, selected readings, lectures, seminars and workshops.

**Assessment:**

- Project 1: Major theoretical essay 25
- Research topic 1 (4371 & 4372) 25
- Research topic 2 (4372 only) -
- Project 2: Curriculum package 50

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**Unit Outline:**

This unit demonstrates how sociological concepts and perspectives can be profitably used to understand various aspects of everyday teaching. Several contemporary issues in education are studied, for example, teachers as unionists, sex roles in the classroom, school to work transition, effects of unemployment upon education, multiculturalism in the school. Students are encouraged to apply their own experiences to their study of these issues and sociological interpretations are introduced in order to facilitate a wider understanding.

**Teaching Methods:**

Lectures, seminars, discussions, and study guides.

**Assessment:**

Three written assignments.

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4424 Philosophy of Education (B.Ed.)

Mr J.C.P. Edwards

Diploma of Teaching or Graduate Diploma in Education.

Primary - Semester 2 - Year 4.
Bachelor of Education (Secondary - upgrading) - Semester 2 - Year 4.

Internal - 4 hours per week.
External - 4 hours per weekend school.

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4423 Sociological Foundations of Education (B.Ed.)

Unit Adviser: Dr T. Evans

Prerequisites: Year 3 for Bachelor of Education. Degree or Diploma.

Availability: Semester 1 - Year 4 (B.Ed.)

Class Contact: Internal - 4 hours per week.
External - Two hour sessions at vacation and weekend schools.

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4426 Curriculum Theory and Evaluation (B.Ed.)

Unit Adviser: To be advised.

Prerequisites: Year 4 for Bachelor of Education. Degree or Diploma.

Availability: Year 4 - Semester 1.
Class Contact: Internal - 4 hours per week. External - 2 hours per week and vacation school.

Unit Outline: Students will study curriculum design, development and evaluation and will carry out a practical development and evaluation exercise in schools.

Teaching Methods: Study guides, lectures, tutorials.

Assessment: Assignments and major projects.

4427/4428/4429 Curriculum Studies (B.Ed.)

Unit Adviser: Mr L.J. Cartledge

Prerequisites: Diploma of Teaching or Graduate Diploma in Education.

Availability: 4427/4428 - Semester 1.
4429 - Semester 2.

Note: Units will be offered according to availability of staff.

Class Contact: Internal - each unit 3 hours per week. External - seminars and lectures at weekend and vacation schools arranged according to student choice of programme.

Unit Outline: Students normally will be able to choose three units from the following: measurement and evaluation; instructional technology; computer education; alternatives in education; children with atypical behaviour; school supervision and leadership; children's literature; classroom analysis; advanced teaching studies in one or two subject areas chosen from - mathematics, science, language arts, social science, business studies, creative arts. In special circumstances some students will be permitted to undertake an independent investigation.

Teaching Methods: Lectures, seminars, projects, film, workshops.

Assessment: Assignments detailed according to unit selected.

4435 Educational Psychology (B.Ed.)

Unit Adviser: To be advised.

Prerequisites: Diploma of Teaching or Graduate Diploma in Education.

Availability: Year 4 - Semester 2.

Class Contact: Internal - 4 hours lectures and tutorials per week. External - 4 hours lectures and tutorials per weekend and vacation school.

Unit Outline: The course examines various education topics and issues in the light of psychological theory and research especially where these are applied to the planning and management of teaching and learning. Major areas considered include educational objectives, individual pupil differences, readiness for learning, aspects of the psychology of learning and thinking, the social psychology of classroom groups and research on teaching.

Teaching Methods: Lectures, tutorials, seminars, films.

Assessment: Essays, assignments, short tests and a final examination.

GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION

4440 The Administrative Process I

Unit Adviser: Mr J. Etheredge

Availability: First Semester.

Class Contact: External - February Weekend School.

Unit Outline: This unit includes a general introduction to modern management and studies the development of administrative theory from both an historical and a functional viewpoint. The administrative functions of organizing, planning, staffing, control, decision-making and innovation are explored.

Teaching Methods: Case study approach as a means of illustrating practical, administrative and organisational problems and solutions.

4441 Social Policy and Education

Unit Adviser: Mr A. Potts

Availability: First Semester.

Class Contact: External - Attendance required at March weekend school to discuss and present case studies.

Unit Outline: Analyse the social and political context within which educational administrators are called upon to perform their role.

Teaching Methods: Seminars/discussions; case studies; individual and group contact with lecturer.

4442 The Administrative Process II

Unit Adviser: Mr J. Benson

Prerequisite: 4440.

Availability: Second Semester.

Class Contact: External - July Weekend School.

Unit Outline: Studies the behaviour of individuals and groups within organisational settings.

Teaching Methods: Small group exercises used to give students practical experience in various areas.
4443 The Administrator in the School Community
Unit Adviser: Mr J. Brasier
Availability: Second Semester.
Class Contact: External - July Weekend School.
Unit Outline: Examines the role of the school in its community, the community power structure and the relationship between the school and its community.

4444 Curriculum Development
Unit Adviser: To be advised.
Availability: Whole year.
Class Contact: External - 3 hours per weekend and vacation school. Compulsory attendance at March weekend school.
Unit Outline: The course will emphasise the process of curriculum development and evaluation in the school with discussion of decision making and the administrator's role. Students will carry out a curriculum development and evaluation project.
Teaching Methods: Lectures, seminars, independent study.
Assessment: Two assignments; report on project.

4445 Human Relations in Educational Administration
Unit Adviser: Mr J. Etheredge
Prerequisite: 4442.
Availability: First Semester.
Class Contact: External - February weekend school.
Unit Outline: Consideration of the problems of organisational maintenance and the initiation and implementation of desirable organisational change.

4446 Organisational Theory and Educational Organisations
Unit Adviser: Mr J. Brasier
Availability: First Semester.
Class Contact: External - March Weekend School.
Unit Outline: This unit deals with the school as a social system and as an organisation. Examines and evaluates various forms of organisation for learning within the school.

4447 Education Resource Budgeting and Planning
Unit Adviser: To be advised.
Availability: Second Semester.
Class Contact: External - July Weekend School.
Unit Outline: The unit will be concerned with the various techniques and alternatives open to planning programming, budgeting and evaluating the use of educational resources.
Teaching Methods: Seminars, case study groups, problem-solving techniques.

4448 Organisational Evaluation
Unit Adviser: Mr A. Maltby
Availability: Second Semester.
Class Contact: External - July Weekend School.
Unit Outline: Deals with the formulation of policy and objectives and the evaluation of the performance and climate of educational institutions.

4449 Contemporary Issues and Future Trends in Educational Administration
Unit Adviser: To be advised.
Availability: Whole year.
Class Contact: External - March Weekend School.
Unit Outline: Trends and developments in education which will have effect on educational administration in Australian schools, including overseas developments in educational administration.

SCHOOL LIBRARIANSHIP

4001 Librarianship Practicum (no unit value)
Unit Adviser: Miss P. Patten
Prerequisite: The unit should be taken towards the end of the course and, preferably, not before the second year.
Availability: First or Second Semester.
Class Contact: External - 1 hour February Weekend School and by individual consultation.
Unit Outline: Two parts: Part A - School Experience (20 days) Part B - Special Fieldwork (20 days)
This unit aims to provide the opportunity for students to apply theory to the school situation under the guidance of a qualified practitioner. It also encourages the development of professional contacts and an understanding of the role and the place of the school resource centre, both within the school and in the wider community.

Teaching Methods: Lecture, individual consultation, school supervision.
Assessment: Based on supervised formal school experience and reports of special fieldwork. Both parts must be passed.

4121 Children's Literature
Unit Adviser: Miss K.E. Frost
Availability: First Semester.
Class Contact: Internal - 4 hours per week.
External - 2 - 4 hours per weekend and vacation school.
Unit Outline: From a base of wide reading of children's and teenage literature combined with discussion and a reading of critical and specialist writing on children's books, it is expected that students will develop: evaluation criteria and knowledge of selection tools; understanding of the place of children's literature in the main stream of literature; awareness of the transmission of traditional literature from oral to written form; close knowledge of twenty books for a wide age range and methods of reading promotion; in-depth knowledge of a selected area of children's literature.
Teaching Methods: Study guides and selected reading references, supported by individual reading, investigation and research. Lectures and tutorials by School Librarian and visiting experts. Seminar paper presentation and story telling workshop at May Vacation School.
Assessment: Continuous assessment by assignment work - two assignments; seminar paper - oral presentation and discussion (half hour) OR written papers (1000 or 2000 words); detailed evaluation and curriculum uses of 20 fiction titles.

4122 The Growth of Library Services
Unit Adviser: Mr H.M. Yee
Availability: Second Semester.
Class Contact: External - 2 hours at July Weekend School.
4 hours at September Vacation School.
Unit Outline: The objectives of the unit are to enable students to develop: an understanding of the library in relation to the needs and development of society; a knowledge of the development of children's and school libraries; a knowledge of the role of co-operation; a knowledge of the application of computer technology in library services and copyright law; an understanding of the role of professional institutions and organisations in library development.
Teaching Methods: Study guides, reading extracts, lectures, workshops, fieldwork, investigations and discussions.
Assessment: One 1500 word essay; attendance at July Weekend School or alternative assignment of 1500 words; attendance at September Vacation School or alternative assignment of 1500 words; and one three hour examination at end of semester.

4123 The School Library Resource Centre
Unit Adviser: Mr L.G. Gordon
Availability: First Semester.
Class Contact: External - 4 hours at February and March Weekend Schools.
4 - 6 hours at May Vacation School.
Unit Outline: Students will explore: the developing role of the School Library Resource Centre in the educational community; developments in educational technology, educational principles and theories, teaching and organisational patterns and strategies and curriculum development and their implications for the School Library Resource Centre and the teacher-librarian; the role of the teacher-librarian in the educational setting.
Teaching Methods: Lectures, discussion groups, study guides and readings.
Assessment: 4 assignments, one of which can be satisfied by attendance at Weekend and Vacation Schools.

4124 Bibliographic Organisation of Library Materials: I
Unit Adviser: Mr H.M. Yee
Availability: First Semester.
Class Contact: External - 2 hours February Weekend School.
2 hour lecture and 2 hour tutorial March Weekend School.
2 hour lecture and 2 hour tutorial April Weekend School.
Two 2-hour tutorials May Vacation School.
Unit Outline: The objectives of the unit are: to understand the principles underlying various methods of indexing of information; to apply these principles in descriptive cataloguing, subject cataloguing and subject indexing through practical examples involving both book and non-book materials.
Teaching Methods: Study guides, reading extracts, lectures and tutorials at weekend and vacation schools and practical exercises.
Assessment: Attendance at specified weekend and vacation schools; successful completion of three practical assignments and a three hour examination at end of semester.
4225 Bibliographic Organisation of Library Materials: 2

Unit Adviser: Mr H. Singh

Prerequisite: 4124

Availability: Second Semester.

Class Contact: 2 hour lecture and 2 hour tutorial (July Weekend School - compulsory), 4 hour lecture and 4 hour tutorial (September Vacation School - compulsory), 2 hour lecture and 2 hour tutorial (October Weekend School - optional).

Unit Outline: This unit presents an opportunity for students to study the principles underlying various methods of indexing and information, to apply these principles and techniques in the analysis of problems in bibliographic control and organisation of library materials and to study the applications of computers to cataloguing.

Teaching Methods: Lectures, tutorials, seminar and workshop activities, practical exercises.

Assessment: Continuous and is based on compulsory attendance and participation in lectures, tutorials and practical sessions. Students are required to complete three assignments, an essay and an examination.

4226 Collection Building

Unit Adviser: Mr L.G. Gordon

Availability: Second Semester.

Class Contact: External - 2 hour session at July Weekend School.
4 hours at September Vacation School and October Weekend School.

Unit Outline: This unit will explore the principles of selection and collection building and the development of a selection policy for a school library. Students will become familiar with the range of selection tools, guides and aids for print and non-print materials. Students will develop a set of selection criteria for different forms of material. The unit will explore the relationship between selection for the library and selection within the library for specific purposes and particular groups.

Teaching Methods: Lectures, workshops, discussion groups, study guides and readings.

Assessment: Three assignments (one of which can be satisfied by attendance at Weekend and Vacation Schools); Teaching/Learning Resource Package.

4227 Library Resource Centre Reference Services and Activities

Unit Adviser: Mr H. Singh

Availability: First Semester.

Class Contact: External - 4 hours February Weekend School.
2 hours March Weekend School.
6 hours April Weekend School.

Thereafter students work on their projects with assistance from unit adviser at May and June Weekend Schools.

Unit Outline: This unit provides an opportunity for students to understand both the problem solving basis and the communication nature of successful reference work and to apply these understandings in readers' advisory work in the school. Students will use and understand a variety of types of reference tools including on-line computerised information systems and develop evaluation criteria for assessment of reference sources. They will be expected to demonstrate competence in reference work by the development of successful search strategies and techniques.

Teaching Methods: Lectures, tutorials, seminar and workshop activities, audio-visual presentation.

Assessment: Continuous and is based on attendance, participation and completion of five short assignments on reference problems, a case study/project and completion of a literature guide.

4228 Organisation and Administration of the Resource Centre

Unit Adviser: Miss K.E. Frost

Availability: Second Semester.

Class Contact: External - 2 hour lecture at July Weekend School.
8 hours at September Vacation School.
Additional tutoring available on request and at other two weekend schools.

Unit Outline: From a base of wide reading students should develop an understanding of: management principles and their applications to the working situation; the theory and practice of problem solving and decision making.

Teaching Methods: Study guides and selected readings supported by individual reading, investigation and research. Lectures, tutorials, seminar and workshop activities, discussion groups, case studies, preparation of architects brief, development of a policy and procedures manual.

Assessment: Continuous assessment of assignment work: preparation of architect's brief, selected case study, policy and procedures manual and objective test.
The Institute offers the following courses:

**BACHELOR OF ENGINEERING**
- Electrical
- Electromechanical
- Mechanical
- Civil

**ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION** - Para Professional; Two Year Full Time Course.

All of the engineering courses may be studied either full-time or part-time, and certain units within the courses are offered by external study.

The engineering courses are equally appropriate for men and women students; there are excellent career prospects for both. The professional courses have a common first year and the Associate Diploma has substantial first year commonality with these courses, which facilitates transfers between courses.

The normal entry requirement is four subjects at H.S.C. or an equivalent level including English, at least one Mathematics, and at least one Science subject. In considering an applicant for admission the Institute may take into account the applicant's motivation, extra-curricula interests, and recommendations from referees. The Institute seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available to facilitate the entry of such students.

**BACHELOR OF ENGINEERING**

The four year Bachelor of Engineering Course offers specialisation in any of the following areas:
- Electrical
- Electromechanical
- Mechanical
- Civil

The first year of the course is substantially common to all four streams and the second year for all but Civil Engineering students. Electrical, Electromechanical and Mechanical students can complete their degree entirely at the Gippsland Institute but Civil students have to complete the fourth year of their course at a Metropolitan College of Advanced Education which grants automatic entry to students who have completed their first three years at Gippsland.

**Course Recognition**

Bachelor of Engineering degrees are fully recognised by the Institution of Engineers, Australia and qualify the holder for graduate membership of that Institution.
Electromechanical Engineering

The Electromechanical stream is specially structured to provide a broad background in both electrical and mechanical engineering. It is designed to fit the needs of those industrial undertakings which require engineers to engage in activities which cross the traditional boundaries of electrical and mechanical engineering disciplines.

Students electing to take this stream will undertake a study programme which covers the essential engineering studies in both fields for the first three years, with the opportunity for limited specialisation in the final year.

Electrical Engineering

The Electrical stream has the first two years in common with the Electromechanical stream, but specialises in Electrical Engineering through the remaining two years, with particular attention being given to electronics and computers.

Mechanical Engineering

The Mechanical stream has the same first year as the other streams, but in the second year differs by one study unit from the other two streams. For the remaining two years the course specialises in mechanical engineering with particular emphasis on thermodynamics and rotating machines.

Civil Engineering

The Civil stream has the same first year as the other streams. Following this, studies include the fundamentals of structural engineering, ground engineering, water engineering and highway engineering. Students can follow their individual interests and aptitudes by selecting either design or construction practices. After completing the first three years at the G.I.A.E., students will be accepted directly into the fourth year of the Bachelor of Engineering (Civil) course at a Metropolitan College of Advanced Education.

### ELECTROMECHANICAL STREAM

#### COURSE OUTLINE

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**MECHANICAL STREAM**

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<td>7163</td>
<td>Vectors and Matrices</td>
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<tr>
<td>7181</td>
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<td><strong>TOTAL</strong></td>
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*Or an approved elective.

**LEVEL TWO UNITS AT G.I.A.E.**

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>5190</td>
<td>Energy and Society</td>
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**LEVEL THREE UNITS AT G.I.A.E.**

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<td>5306</td>
<td>Water Engineering</td>
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**YEAR FOUR AT METROPOLITAN C.A.E.**

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<td>VD41</td>
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<td>VE45</td>
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<td><em>(Land Use Planning)</em></td>
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<td><em>(Structural Mechanics)</em></td>
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*Elective subjects - two to be selected by the student.

### DIPLOMA TO DEGREE CONVERSION

A Diploma Conversion Course consists of additional course work which, together with the diploma course which a student has already completed, should in total expose the student to the same course work and level of examination as that required in the degree course. A conversion course will therefore require at least one year of full-time or equivalent part-time study. In certain cases - notably when the conversion course is undertaken by external study - there are complications in obtaining Institution of Engineers, Australia recognition. Therefore intending applicants should make preliminary enquiries to the Head, School of Engineering who will be able to advise on the admission requirements of the I.E. Aust. Following such advice intending students may make formal application through the Academic Registrar. Formal applications should include a transcript of diploma studies if the student is not a G.I.A.E. graduate, a certified copy of the Diploma, a description of industrial experience since graduation and an outline of a proposal for an engineering project. Applicants will be evaluated by the Board of Studies in Engineering, and a statement of the course to be completed to qualify for the degree will be given if the application is approved.

### ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION

The Associate Diploma in Engineering Supervision is a two year full-time or equivalent part-time course providing a general para-professional engineering education combined with development of skills in labour supervision and basic business procedures. The course provides good training for people wishing to work as engineering associates in such positions as technical officers, engineering assistants, and engineering supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers they may also work independently on reaching senior positions.

The course emphasises the practice of engineering and requires less mathematical ability than a professional engineering course. The course also gives particular attention to the needs of small and medium sized industrial businesses.

It is particularly well-suited for part-time study; causing minimum interference to employment by use of external study options with concentrated vacation and weekend schools. Each level of the course has a total value of eight units corresponding to a full-time study load. Well-motivated part-time students can reasonably undertake four units each year, thus permitting completion of the course by four years part-time study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to his or her particular circumstances.

All units will not necessarily be offered each year and intending students should contact the Course Co-ordinator, Mr K. Enders, before completing an application for enrolment in order to determine which units are available in 1983. The availability of units will depend on student demand for particular units.

<table>
<thead>
<tr>
<th>Unit No.</th>
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<tr>
<td>1180</td>
<td>Physical Science</td>
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LEVEL ONE UNITS

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<td>1183</td>
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<td>5121</td>
<td>Electrical Systems</td>
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<td>5140</td>
<td>Statics</td>
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LEVEL TWO UNITS

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<td>5229</td>
<td>Electrical Technology</td>
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<td>5241</td>
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<td>Mechanical Design</td>
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<td>5253</td>
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<td>Engineering Materials</td>
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<td><strong>TOTAL</strong></td>
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DESCRIPTION OF UNITS

5121 Electrical Systems  
Unit Adviser: R. MacLeod  
5 hours per week - Unit Value of 0.75 - Internal Study - First Semester - External study throughout the year  
Prerequisites: Nil.  
Unit Outline: An introduction to solution of D.C. networks and magnetic circuits, signal waveforms, transient analysis, steady state analysis of single and three phase networks, transformers, D.C. shunt and series motors, the synchronous machine and induction motors.

5122 Electrical Network Analysis  
Unit Adviser: R. Hart  
5 hours per week - Unit Value of 0.75 - Internal study Second Semester - External study throughout the year  
Prerequisites: 5121  
Unit Outline: Computerised solution of networks; network theorems, response of first order systems, use of the Laplace transformation; application of complex algebra to steady state sinusoidal analysis; four terminal networks. Laboratory experiments and computer investigations will be carried out by the student.

5140 Statics  
Unit Advisers: J. O'Sullivan, L. Bradshaw  
2 hours per week - Unit Value of 0.75 - Internal study - throughout the year - External study - First Semester  
Prerequisites: Nil.  

5141 Dynamics  
Unit Advisers: K. Enders, J. O'Sullivan  
2 hours per week - Unit Value of 0.75 - Internal study - throughout the year - External study - Second Semester  
Prerequisites: Nil.  
Unit Outline: Applications of fundamentals of dynamics to basic mechanical machinery, including: elementary components, hoists, vehicles, pendulums, cranks, connecting rods and cams. Principles of simple harmonic motion, velocity and acceleration diagrams, friction between surfaces.

5153 Workshop Practice  
3 hours per week - Unit Value Nil - Throughout the year  
Prerequisites: Nil.  
Unit Outline: This is a practical course in which students are given the opportunity to practice the basic metal machining and fabrication processes. The course includes turning, milling, welding, fitting and grinding and is conducted in the workshops of Yallourn Technical College.
engineering design. Students who have passed a subject equivalent to the first section will be exempted from it.

1. Engineering Drawing: This section is for students who have little or no experience in engineering drawing and covers the fundamentals of engineering drawing practice. It includes dimensioning, projection, sectioning, tolerances, symbols, drawings and sketches of components and assemblies along with an introduction to common machine elements such as fasteners, springs, keys, etc.

2. Civil Engineering Design: This section introduces the basic method of drawing typical civil engineering structures related to industrial complexes. It also stimulates thought and observations regarding such construction processes.

3. Electrical Design: This section deals with the heating and cooling of electrical apparatus, and the basic mechanisms by which temperature rises in insulation are determined. The "rating" of devices, in terms of temperature rises and cycles of operation, is examined in detail.

4. Mechanical Design: This part extends the work covered in section 1 but with a bias towards mechanical design. It includes the design and re-design of simple mechanical components and systems along with preparation of manufacturing drawings and sketches. It covers the selection of machine components such as ball bearings, vee-belts and seals and descriptive treatment of other mechanical drive components.

5181 Human Communications

Second Semester - 26 hours per week - Unit Value of 0.5 - Internal study

Prerequisites: Nil.

Unit Outline: Technical and non-technical report writing, preparation of technical manuals, memorandums, business letter writing, use of library resources and specialised information services, oral communication, public speaking and public meetings, conduct of meetings, audio-visual communication and engineering presentation.

5190 Energy and Society

For details see Core Studies chapter.

5202 Geology

First Semester - 3 hours per week - Unit Value of 0.5 - Internal study only

Prerequisites: Nil.


5203 Geomechanics

First Semester - 3 hours per week - Unit Value of 0.5 - External study only

Unit Outline: The composition of soils and their engineering classification. Total and effective stress, shear strength, bearing capacity, slope stability and settlement considerations in the design of engineering structures. Types of footings. Application of field and laboratory testing to the design and control of construction projects.

5204 Civil Engineering and Design

Unit Advisers: P. Loftus, L. Soste

Throughout the year - 6 hours per week - Unit Value of 2.0 - Internal study

Prerequisites: 5140

Unit Outline: Part (a) - Structural Design - 4 hours per week - First Semester


Part (b) - Work Study - 2 hours per week - First Semester

Method Study - charts, diagrams, P.M.T. Work Measurement - time study, synthesis, activity sampling. Incentive schemes and productivity agreements. Plant and equipment layout and work characteristics. Materials handling. Quality control. Methods - Basic Mechanical Design - 2 hours per week - Second Semester

Design and the design processes defined. Force analysis in mechanical equipment; strength of components such as shafts, welded and bolted joints, spur and bevel gears, flat and vee-belts, chain drives, ball and roller bearings. Material manufacturing specifications.

Part (d) - Fluid Mechanics - 4 hours per week - Second Semester


5205 Structural Design

Unit Adviser: P. Loftus

First Semester - 3 hours per week - Unit Value of 0.75 - External study only

Prerequisites: 5140

Unit Outline: This unit is provided for students seeking a knowledge of fundamental structural design. It is substantially the same as Part (a) of the unit Civil Engineering and Design which forms part of the Diploma of Engineering (Civil). The syllabus is as follows: Basic studies - Design data and considerations, construction. Loads and Design Methods - Types and nature of loads, application of theory and standard codes of practice. Design Studies - in steel, timber and reinforced concrete. Design Practice - of structural elements and of two complete structures involving timber, steel and concrete elements together with drawings.

5213 Surveying

Unit Adviser: L. Soste

Throughout the year - 5 hours per week - Unit Value of 1.0 - Internal study


5220 Electronics

Unit Adviser: G. Harrison

Not offered in 1983

Prerequisites: 1183, 5121

Unit Outline: Network theory, passive and active devices and circuits, instrumentation, digital electronics, introduction to computers.
5224 Computers
Unit Adviser: J. Ochsenbein

Second Semester - 3 hours per week - Unit Value of 0.5 - Internal study

Unit Outline: Introduction to analog, digital and hybrid computation. Digital computer operation: control and arithmetic-logic unit, memory inputs and outputs. Computer functions and Boolean algebra, arithmetic and logic functions, data storage, computer peripherals, computer languages.

5229 Electrical Technology
Unit Adviser: R. Hart

Not offered in 1983

Prerequisites: 1183, 5121

Unit Outline: Emphasis will be placed on the selection and installation of electrical machines and devices for manufacturing and processing installations.

5232 Circuits and Systems
Unit Advisers: R. Hart, R. MacLeod, G. Harrison

Throughout the year - 3 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5122, 6160 Corequisites: 6268

Unit Outline: Polyphase systems, time response, frequency response, fourier analysis, introduction to feedback theory.

5234 Electrical Machines 1
Unit Adviser: R. Hart

Throughout the year - 3 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5122

Unit Outline: Single phase transformers, D.C. machines, synchronous and asynchronous machines.

5239 Electronics
Unit Adviser: R. MacLeod

Throughout the year - 3 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5122

Unit Outline: Passive non-linear semiconductor devices, rectifiers and filters, active non-linear semiconductor devices, small signal amplifiers.

5240 Applied Mechanics
Unit Advisers: K. Enders, G. Vains

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5140, 5141, 6169

Unit Outline: Machines: power screws, clutches and brakes, belt drives, simple gear trains, cams, dynamometers, balancing, velocity and acceleration diagrams, transverse vibrations. Strength of materials: bending stresses, torsion of shafts, direct stress, stresses on oblique planes, bi-axial stress, material subjected to direct and shear stress, Mohr's stress circle, variation of strain with orientation, Mohr's strain circle, two dimensional stress-strain relationships, elastic constants, slope and deflection of beams, combined action of bending, torsion and axial loading of beams, eccentric loading of short struts, long slender struts, Euler's equation.

5241 Applied Mechanics
Unit Adviser: K. Enders

First Semester - 3 hours per week - Unit Value of 0.5 - Internal study only

Prerequisites: 5140, 5141

Unit Outline: This unit is similar to the strength of materials section of 5240. Topics will include: bending stresses, torsion of shafts, direct stress, stresses on oblique planes, bi-axial stress, material subjected to direct and shear stress, Mohr's stress circle, variation of strain with orientation, Mohr's strain circle, two-dimensional stress-strain relationships, elastic constants, slope and deflection of beams, combined action of bending, torsion and axial loading of beams, eccentric loading of short struts, long slender struts, Euler's equation.

5243 Thermodynamics
Unit Adviser: J. O'Sullivan

Not offered in 1983

Prerequisites: Nil.

Unit Outline: Heat, work, and the system; the working fluid - liquid, vapour, and gas; basic fluid statics, first law of thermodynamics, Bernoulli's equation; reversible and irreversible processes, second law of thermodynamics, entropy; heat engine cycles, steam plant, air compressors, refrigeration; combustion; heat transfer.

5245 Thermodynamics
Unit Adviser: J. O'Sullivan

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: Nil.

Unit Outline: Heat, work, and the system; the working fluid - liquid, vapour, and gas; basic fluid statics, first law of thermodynamics, Bernoulli's equation; reversible and irreversible processes, second law of thermodynamics, entropy; heat engine cycles, steam plant, air compressors, refrigeration.

5249 Fluid Mechanics 1
Unit Advisers: L. Bradshaw, D. Walker

Throughout the year - 2½ hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5140, 5141


5250 Mechanical Design
Unit Advisers: K. Enders, L. Bradshaw

Second Semester - 2 hours per week - Unit Value of 0.5 - Internal study only

Prerequisites: 5241, 5180

Unit Outline: Topics covered include: Definition of design and the design process; Force analysis in mechanical equipment, strength of components including failure theories, stress concentrations and fatigue; Design of shafts, welded and bolted joints, spur and bevel gears, chain drives; Selection of ball and roller bearings; Material specifications and standards.
5253 Manufacturing Engineering  Unit Adviser: A. Maitland

Throughout the year - Unit Value of 1.0 - Internal study only

Prerequisites: 5154, 5180

Unit Outline: Manufacturing methods such as casting, forging, forming, moulding, machining and fabrication, joining methods, assembly methods, metrology and measurement, quality control, automatic and numerical control of machine tools, production planning, inventory systems, studies in specialised areas of manufacture relevant to the students' requirements.

5254 Manufacturing Engineering  Unit Adviser: A. Maitland

Throughout the year - 2½ hours per week - Unit Value of 0.75 - Internal study


5254 Materials Science  Unit Adviser: I. Spark

Full year - Unit Value of 1.0 - Internal study - 3 hours per week

Prerequisites: 1188

Unit Outline: Topics include: Elastic and plastic deformation of metals. Dislocations and strengthening mechanisms. Fracture brittle, ductile, fatigue, creep. Glass and ceramics; cement and concrete; timber and plastics.

5255 Materials Science  Unit Adviser: I. Spark

Throughout the year - Unit Value of 0.5 - Internal study - 2 hours per week

Prerequisites: Nil.

Unit Outline: Topics include: Elastic and plastic deformation of metals. Dislocations and strengthening mechanisms. Fracture brittle, ductile, fatigue, creep. Glass and ceramics; cement and concrete; timber and plastics; corrosion kinetics and control.

5256 Engineering Materials  Unit Adviser: I. Spark

Not offered in 1983

Prerequisites: Nil.

Unit Outline: Mechanical properties and the deformation and fracture of materials; Phase equilibrium; Alloys and their heat treatment; Ferrous and non-ferrous metals; Plastics, ceramics and rubber; Composite materials.

5272 Engineering Supervision  Unit Adviser: A. Maitland

Second Semester - Unit Value of 0.5 - External study

Prerequisites: Nil.

Unit Outline: This unit is designed to introduce students to an understanding of the theory of organisation and supervision functions. Topics include: management functions, planning and organising work, supervising, motivation and controlling, work measurement, improving operations, self-improvement and industrial safety.

5280 Engineering Design  Unit Advisers: R. MacLeod, L. Bradshaw

Full year - ½ hours per week - Unit Value of 0.5 - Internal study

Prerequisites: 5140, 5141, 5180, 7181

Unit Outline: Selected topics from - Design of magnetic circuits and D.C. exciting coils. Application of the computer to the design of chokes for heavy and light current duty. Soldering and wire-wrapping techniques. Printed circuit board layout, photographic processes and circuit board etching and plating. Design and construction of a minor circuit using printed circuit using printed circuit technology. Design and selection of mechanical components used in mechanical and electro-mechanical systems. The use of the computer in the design of such components will be emphasised, together with the relevant codes and standards. Specific topics may include further analysis of forces in mechanical plant and equipment; design of components for strength with emphasis on failure theories, stress concentrations and fatigue; design of shafts, spur gears, bolted and welded joints; design of chain drives.

5290 Process Engineering  Unit Adviser: To be advised.

Not offered in 1983

Prerequisites: 1183, 5243

Unit Outline: Topics will include industrial processes and equipment, services for such processes, fundamentals of process control systems, installation of instrumentation and process control systems and process plant, prevention of corrosion in chemical industries. Relevant applied science topics will be included for particular industry requirements.

5295 Plant Engineering  Unit Adviser: L. Bradshaw

Throughout the year - Unit Value of 1.5 - External study only

Prerequisites: 5140, 5141, 5154, 5180

Unit Outline: The theory and practice of elementary fitting and machining, welding and flame cutting, electrical wiring, materials handling, piping and duct work, flow in closed conduits, pumping machinery, foundations and alignment of machines, concrete, structural fabrication and erection, noise, shock and vibration control, plant layout, corrosion prevention and control, plant maintenance, failure analysis, industrial waste disposal, boiler house and services operation and maintenance.

5302 Highway Engineering  Unit Adviser: P. Walker

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5213

Unit Outline: Topics include: road location and route surveying; earthworks; quarrying; asphalt; types of pavement and their design; road drainage; construction plant and project economies; contract documents; factors governing the geometric design of roads; vehicle operating costs; traffic surveys; the theory of traffic flow; road safety and accident studies; the design of intersections; traffic signals and street lighting schemes. Practical work is an important part of this unit. One project involves the centre line survey of a section of road including the design, setting out and production of a complete set of plans. Another requires the design of a channelised intersection including traffic signal control calculations.
5304 Water Engineering  
Unit Adviser: L. Soste

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Unit Outline: Water requirements of quality and quantity for domestic and industrial use; Water treatment; Wastewater treatment; Design of sewage systems; Pollution control in rivers and oceans; Waste and refuse disposal; Hydrology; Precipitation; Evaporation-Transpiration; Ground-water; Rainfall and runoff calculations; Design of drainage systems; Streamflow routing; Sedimentation.

5310 Design and Construction  
Unit Adviser: P. Loftus

Throughout the year - 6 hours per week - Unit Value of 2.0 - Internal study

Prerequisites: 5204, 5240

Unit Outline: Part (a) - Hydraulic Design and Construction (1 unit)  
Channel flow, uniform and gradually varying channel structures such as weirs, spillways, gates, culverts, energy dissipators; hydraulic models; pipeline design in water supply systems; water storages in concrete, earth and rock.

Part (b) - Structural Design (1 unit)  
Building and bridge structural design principles - superstructure, substructure and foundations, design of elements and connections. Design analysis, synthesis, optimisation and creativity. Design projects in reinforced concrete, prestressed concrete and steel.

Part (c) - Investigations, Contracts and Construction (1 unit)  

5321 Electrical Machines  
Unit Adviser: K. Cale

Throughout the year - Unit Value of 1.0 - External study only

Prerequisites: 5221

Unit Outline: Polyphase Transformers; phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine; analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter; applications to motor operation using variable voltage/variable frequency control, rotor slip energy recovery systems. Synchronous Machine: two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

5327 Control Systems  
Unit Adviser: G. Harrison

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5234, 5232, 6268

Unit Outline: Elements of automatic feedback control systems, review of Laplace Transformations and the S plane, mathematical system modelling, transfer functions, block diagram/signal flow graph representation and system reduction, steady state and dynamic analysis of closed loop systems, rootlocus and frequency domain techniques, state variable representation and analysis.

5331 Electrical Design  
Unit Advisers: K. Cale, C. Plowman, G. Harrison

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5280, 5225, 5221

Unit Outline: Topics include: reliability engineering; tender analysis and discounted cash flow techniques; PLC applications; transformer design; design of operational amplifier circuits; system interfacing.

5333 Digital Electronics and Computers  
Unit Adviser: J. Ochsenbein

5 hours per week - Unit Value of 0.75 - Internal study - First Semester

Prerequisites: 5224

Unit Outline: Topics include - pulse circuits, digital circuits, combinational and sequential systems, logical design, digital computers, microcomputers.

5334 Electrical Machines 2  
Unit Adviser: K. Cale

Throughout the year - 3 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5234

Unit Outline: Transformers; modelling for 2 and 3 windings; polyphase; Scott and Le Blanc connections; voltage regulation; parallel operation and load sharing; harmonics; sequence networks. Induction Machine: analysis of machine performance based on equivalent circuits and circle diagram; rotor voltage injection principles. Thyristor Converter: applications to motor operation using variable voltage/variable frequency control; rotor slip energy recovery systems. Synchronous Machine: two axis models; torque and power characteristics; performance diagrams; load sharing and reactive power control; stability under dynamic and steady state conditions.

5335 Power Electronics  
Unit Adviser: R. Hart

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5232, 5234, 5239

Unit Outline: Characteristics, rating and protection of thyristor devices. Analysis of converter performance. Voltage control and variable frequency applications for motor drives. The causes and effects of harmonic distortion and methods of suppression.

5336 Digital Systems  
Unit Adviser: J. Ochsenbein

5 hours per week - Internal study - Second Semester

Prerequisites: 5333

Unit Outline: Topics include: Microcomputer Systems; Memories; Input/Output Structures and Interfacing; Design of Interface Circuits (Hardware and Software); Standard Bases.

5337 Control Systems  
Unit Adviser: G. Harrison

Throughout the year - 3 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5234, 5240, 6268

Unit Outline: Elements of automatic feedback control systems, review of Laplace Transformations and the S plane, mathematical system modelling, transfer functions, block diagram/signal flow graph representation and system reduction, steady state and dynamic analysis of closed loop systems, rootlocus and frequency domain techniques, state variable representation and analysis.
5339 Analog Electronics and Computers

First Semester - 5 hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5339

Unit Outline: Topics include - large, small, feedback and operational amplifiers, D.C., regulators, analog computation and linear integrated circuits.

5341 Applied Mechanics

Unit Advisers: D. Walker, K. Enders

Not offered in 1983

Prerequisites: 5340

Unit Outline: This will consist of three sections.
3. Mechanics of Materials: Topics will include further work on the deflection of beams - including deflection due to shear, conjugate beam method and statistically indeterminate problems. Energy methods including Castigliano's theorem. Curved flexural members. Shear centre. Thick walled cylinders. Introduction to theoretical analysis of complex components with emphasis on computer techniques. Further work on experimental techniques such as strain gauges and photoelasticity.

5345 Thermodynamics

Unit Adviser: J. O'Sullivan

3 hours per week - Unit Value of 0.75 - Internal study - Throughout the year

Prerequisites: 5245

Unit Outline: Steam plant and process work; Refrigeration; Combustion; Mixtures - gases; Basic heat transfer heat flow through walls, cylinders, spheres, heat exchangers.

5347 Mechanics of Machines

Unit Adviser: G. Vains

Throughout the year - Unit Value of 0.5 - Internal study - ½ hours per week

Prerequisites: 5240


5348 Noise and Vibration Control

Unit Adviser: J. O'Sullivan

Throughout the year - 2½ hours per week - Unit Value of 0.75 - Internal Study

Prerequisites: 5340

Unit Outline: Sound waves, sound levels, decibels and directivity. Human response; the human ear, hearing loss, psychological effects. Noise sources. Noise control; criteria and regulations. Vibration control systems; mathematical model, structural supports, critical shaft speeds, vibration measurements, structural dynamics. Machine protection and malfunction diagnosis; causes of vibration, rotor dynamics, diagnostic analysis. Instrumentation and data analysis; microphones, sound level meters, magnetic tape recorders, accelerometers, spectrum analysers, signature analysis.

5349 Fluid Mechanics

Unit Adviser: D. Walker

Throughout the year - 2½ hours per week - Unit Value of 0.75 - Internal study

Prerequisites: 5249


5350 Mechanical Design

Unit Adviser: K. Enders

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Unit Outline: Specific topics will be taken from the following - Fluid Power system design. Design of pressure vessels and pressure piping systems including the selection of components such as pumps, valves and supports. Materials handling equipment such as cranes, hoists, conveyors, etc. The design of ventilating systems including the selection of fans, motors, etc. Human engineering (Ergonomics). Design of bearings and lubrication systems. The design and selection of mechanical power transmission systems and components. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. Wherever possible computers will be used in the design and optimisation of systems and components. The introduction of new topics and techniques will be regarded as essential to keep the unit up to date.

5363 Materials Science

Unit Adviser: I. Spark

Throughout the year - 2 hours per week - Unit Value of 0.5 - Internal study

Prerequisites: 5264


5365 Mechanics of Materials and Structures

Unit Advisers: K. Enders, P. Loftus

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5240, 5163, 7181


5370 Construction Management

Unit Adviser: P. Walker

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal study

Unit Outline: Project planning, C.P.M. Networks, precedence diagrams, time-cost optimisation, financial management, economic comparisons, decision making under risk.
5401 Engineering Project

Throughout the year - Unit Value of 3.0 - Internal study

Unit Outline: An engineering project is required for each final level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he will thus obtain valuable experience in applying his developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland community. Assessment of the engineering projects involves both G.I.A.E. staff and practising engineers and is based on effective presentation of project reports as well as on the quality of the engineering involved. Students may elect to undertake a one, two or three unit project and will be credited with either 5403, 5402 or 5401 accordingly.

5402 Engineering Project

Throughout the year - Unit Value of 2.0 - Internal study

Unit Outline: See 5401.

5403 Engineering Project

Throughout the year - Unit Value of 1.0 - Internal study

Unit Outline: See 5401.

5405 Structural Design

First Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisite: 5240


5406 Environmental Engineering

First Semester - 4 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: M11.

Unit Outline: The evaluation of the atmosphere, the effects of pollutants, emission sources and control of air pollution, problems associated with and treatment of seawage and industrial waste, solid waste disposal, environmental impact statements, the environment protection legislation.

5420 Power Systems

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal and External study

Prerequisites: 5234, 6162, 6163, 6165, 6268

Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.

5421 Industrial Power Applications

Unit Adviser: K. Cale

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5331, 5334, 5335

Unit Outline: Industrial power supply requirements, distribution engineering practice, plant co-ordination, switchboards and switchgear, protection equipment, ASA wiring regulations, harmonic interference and illumination engineering.

5422 Communication Systems

Unit Adviser: R. Macleod

Throughout the year - Unit Value of 1.0 - Internal study only

Prerequisite: 5339

Unit Outline: Topics covered will include: Information theory, information transportation and acquisition systems, noise and error control, transmitters and receivers, propagation, telephone systems and switching techniques.

5427 Advanced Control Theory

Unit Adviser: G. Harrison

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisite: 5327

Unit Outline: System compensation, sampled data systems, Lagrange's equations and system modelling, non-linear analysis, optimal control, state variable feedback, microcomputer implementation of control functions.

5429 Electronic Instrumentation

System Adviser: J. Ochsenbein

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5333 or 5339

Unit Outline: Topics include: electronic instruments, signal processing, instruments in systems and biomedical instrumentation, microcomputer.

5436 Advanced Digital Systems

Unit Adviser: J. Ochsenbein

Not offered in 1983

Prerequisite: 5336

Unit Outline: A review and detailed investigation of hardware and software development available for digital systems with particular emphasis on microprocessor based applications. Topics include: Software development systems, high level languages, hardware design and study of real time operating systems.

5443 Thermodynamics

Unit Adviser: G. Vains

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisite: 5345

5444 Rotodynamic Machines  
Unit Adviser: D. Walker

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisites: 5347, 5249

Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans, compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control. Condition monitoring - maintenance and fault diagnosis.

5445 Fuel andCombustion Technology  
Unit Adviser: G. Vains

Throughout the year - 3 hours per week - Unit Value of 1.0 - Internal study

Prerequisite: 5345


5450 Engineering Design  
Unit Adviser: K. Enders

Unit Value of 1.0 - Internal study throughout the year - 3 hours per week - External study Second Semester

Prerequisite: 6170

Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, decision-making, case studies, ergonomics and other appropriate current topics. Possible solutions to particular electrical and mechanical design problems are examined throughout the course.

5454 Project Planning and Cost Control  
Unit Adviser: P. Walker

Second Semester - 4 hours per week - Unit Value of 1.0 - Internal and External study

Unit Outline: Project planning, C.P.M. networks, precedence diagrams, time cost optimisation, financial management, economic comparisons, decision making under risk.

5464 Engineering Materials  
Unit Adviser: I. Spark

Unit Value of 1.0 - Internal study throughout the year - 2 hours per week - External study Second Semester

Prerequisites: 5264 or 5265


5470 Engineering Management and Industrial Relations  
Unit Adviser: A. Maitland

Throughout the year - 2 hours per week - Unit Value of 1.0 - Internal study

Unit Outline: This unit is designed to introduce engineering students to an understanding of the functions of the engineer in relation to management and industrial relations; in particular to matters relating to planning, organising, supervising, controlling, improving, industrial safety, industrial conflicts, trade unions, employer organisations, conciliation and arbitration, and worker participation.

5472 Engineering Supervision  
Unit Adviser: A. Maitland

Throughout the year - Unit Value of 1.0 - External study only

Unit Outline: This unit is designed to introduce engineering students to an understanding of the theory of organisation, supervisory functions and industrial relations. Topics include; theory and practice of engineering organisations, management functions, behaviour in organisation, supervisory behaviour, industrial conflict, trade unions, employer organisations, arbitration.
DIPLOMA OF ARTS (IN VISUAL ARTS)
GRADUATE DIPLOMA IN VISUAL ARTS

Important Note: Both courses in Visual Arts are to be reviewed in 1982, and therefore subject to possible changes in structure and/or content. It will not be possible to finalise course changes before publication of this Student Information Guide. New students who may be required to enrol under a new course structure or regulations should seek information from the Secretary, School of Visual Arts, prior to enrolment. Re-enrolling students wishing to continue under the old course structure and regulations should make enquiries of the Head of School prior to enrolment.

DIPLOMA OF ARTS (IN VISUAL ARTS)

Introduction
The course for the Diploma of Arts (in Visual Arts), involving three years of full-time study or the equivalent in part-time study offers an open structure of study areas relating to the general motivation and specific intentions of the student, within the limits of the facilities and expertise available.

The course has avoided the usual identification of study areas (such as painting, sculpture, print-making, ceramics, design, drawing, photography, theory and history of art, etc.) as separated disciplines. It has been structured to allow for the orientation of individual courses across a broad range of study areas from which students indicate the primary course of development they intend to follow. This orientation of the student's course is developed in consultation with the appropriate lecturers, selecting from or combining those areas traditionally offered as painting, sculpture, print-making, ceramics, design, drawing, photography, theory and history of art, etc. Studies in the humanities and social sciences are also included in the course.

All the disciplines represented in the School contain intrinsic design associations and values which are taught in the appropriate contexts. These disciplines, with certain craft-based skills, are presented as broad directions leading to the total multidisciplinary experience of the course for the Diploma of Arts (in Visual Arts).

The course is designed to provide a situation where the evolution of art and education in art may take place.

Employment possibilities after completion of the course depend on the specialisation, inclination or versatility of each student. A student's future might lead towards a role in industry as a designer, in education as a teacher, as an independent creative individual, or towards a combination of, or diversification within, any of these areas of activity.

Selection of Students
Selection of students will take place on the basis of enrolment information and interviews. During interviews the prospective student will be able to discuss his/her background, previous general education and art/design education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates are advised to bring a selection of recent work to the interview. It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student's suitability and specific direction within the course.

General Conditions
The Institute reserves the right to retain the work executed by students as part of their course studies. Work not required by the Institute may be claimed by the student when assessed.

Course Structure
Regulations:
(a) Each student's study programme shall consist of twenty-four units taken over a minimum of three years of full-time study or the part-time equivalent according to the course structure as described below.
(b) Each student's study programme shall include at least six Third Year Level units.
(c) Not more than six non-Visual Arts units may be included in any student's study programme.
(d) Each student's study programme shall be approved by the Head of the School of Visual Arts.

Study Options
The Diploma course includes:
(a) Multidisciplinary Studio units - as the practical art component;
(b) Art Theory units - as the theoretical component;
(c) Non-Visual Arts units - as an additional academic component;
(d) Art Research units - as special topics of study.

TABLE OF FIRST YEAR LEVEL UNITS

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Semester Taught</th>
<th>Weekly Hours</th>
<th>Unit Value</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>2101</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>N11 (may be taken concurrently)</td>
</tr>
<tr>
<td>2102</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>N11 (may be taken concurrently)</td>
</tr>
<tr>
<td>2121</td>
<td>Art as Expression and Representation (Art Theory)</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>N11 (see appropriate section)</td>
</tr>
<tr>
<td>2103</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2102 (may be taken concurrently)</td>
</tr>
<tr>
<td>2104</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2103 (may be taken concurrently)</td>
</tr>
<tr>
<td>2122</td>
<td>Art as Concept and Object (Art Theory)</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>N11 (see appropriate section)</td>
</tr>
<tr>
<td>2131</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>N11</td>
</tr>
<tr>
<td>2132</td>
<td>Art Research</td>
<td>2 or 1</td>
<td>4</td>
<td>1</td>
<td>2131</td>
</tr>
</tbody>
</table>

(These alternative units may be taken in place of one or two of the units listed from 1 to 8 above.)
**TABLE OF SECOND YEAR LEVEL UNITS:**

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Semester Taught</th>
<th>Weekly Hours</th>
<th>Unit Value</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. 2205</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2104 (may be taken concurrently) 2205 (may be taken concurrently)</td>
</tr>
<tr>
<td>10. 2206</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2206 (may be taken concurrently)</td>
</tr>
<tr>
<td>11. 2223 or 2225</td>
<td>Psychology of Visual Art or Topics in Historical Art Theory</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2121, 2122 (see appropriate section)</td>
</tr>
<tr>
<td>12. A non-Visual Arts unit</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>(see appropriate section)</td>
</tr>
<tr>
<td>13. 2207</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2207 (may be taken concurrently)</td>
</tr>
<tr>
<td>14. 2208</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2208 (may be taken concurrently)</td>
</tr>
<tr>
<td>15. 2224 or 2226</td>
<td>Philosophy of Visual Art or Topics in Contemporary Art Theory</td>
<td>2 or 1</td>
<td>4</td>
<td>1</td>
<td>2121, 2122 (see appropriate section)</td>
</tr>
<tr>
<td>16. A non-Visual Arts unit</td>
<td>2 or 1</td>
<td>4</td>
<td>1</td>
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<td>(see appropriate section)</td>
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**ALTERNATIVE SECOND YEAR LEVEL UNITS:**

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Semester Taught</th>
<th>Weekly Hours</th>
<th>Unit Value</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>2233</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
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<td>2132</td>
</tr>
<tr>
<td>2234</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>2233</td>
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</tbody>
</table>

(These alternative units may be taken in place of one or two of the units listed from 9 to 16 above).

**TABLE OF THIRD YEAR LEVEL UNITS:**

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Semester Taught</th>
<th>Weekly Hours</th>
<th>Unit Value</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>17. 2309</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2208 (may be taken concurrently) 2309 (may be taken concurrently)</td>
</tr>
<tr>
<td>18. 2310</td>
<td>Multidisciplinary Studio</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2309 (may be taken concurrently)</td>
</tr>
<tr>
<td>19. 2323 or 2325</td>
<td>Psychology of Visual Art or Topics in Historical Art Theory</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>Two approved Second Year Level Art Theory units (see appropriate section)</td>
</tr>
<tr>
<td>20. A non-Visual Arts unit</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>(see appropriate section)</td>
</tr>
<tr>
<td>21. 2311</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2310 (may be taken concurrently)</td>
</tr>
<tr>
<td>22. 2312</td>
<td>Multidisciplinary Studio</td>
<td>2 or 1</td>
<td>12</td>
<td>1</td>
<td>2311 (may be taken concurrently)</td>
</tr>
<tr>
<td>23. 2324 or 2326</td>
<td>Philosophy of Visual Art or Topics in Contemporary Art Theory</td>
<td>2 or 1</td>
<td>4</td>
<td>1</td>
<td>Two approved Second Year Level Art Theory Units (see appropriate section)</td>
</tr>
<tr>
<td>24. A non-Visual Arts unit</td>
<td>2 or 1</td>
<td>4</td>
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<td>(see appropriate section)</td>
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**ALTERNATIVE THIRD YEAR LEVEL UNITS:**

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<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Semester Taught</th>
<th>Weekly Hours</th>
<th>Unit Value</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>2313</td>
<td>Studio (Special Project)</td>
<td>1 or 2</td>
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<td>2104, permission of Board of Studies in Visual Arts</td>
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<tr>
<td>2314</td>
<td>Studio (Special Project)</td>
<td>1 or 2</td>
<td>12</td>
<td>1</td>
<td>2104, permission of Board of Studies in Visual Arts</td>
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<tr>
<td>2345</td>
<td>Geology for Visual Arts</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>Co-requisite: 5202 Geology and permission of lecturers</td>
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<tr>
<td>2335</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>2234</td>
</tr>
<tr>
<td>2336</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
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<tr>
<td>2337</td>
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<td>1 or 2</td>
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<td>2336, permission of Board of Studies in Visual Arts</td>
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<tr>
<td>2338</td>
<td>Art Research</td>
<td>1 or 2</td>
<td>4</td>
<td>1</td>
<td>2337, permission of Board of Studies in Visual Arts</td>
</tr>
</tbody>
</table>

(These alternative units may be taken in place of certain units listed from 17 to 24 above. In all cases, these units should not be attempted without first seeking the advice of the lecturing staff, and in most cases, special permission must be sought before enrolment is approved).

**STUDIO UNITS:**

Each multidisciplinary studio unit consists of studies in one of the areas broadly labelled Painting, Drawing, Print-making, Ceramics, Sculpture, Design and Photography, chosen in consultation with the lecturing staff. Assessment is continuous throughout the semester of study, but a final submission of work at the end of the semester is a normal requirement.

**Unit Advisers for Multidisciplinary Studio Units:**

Ceramics and related studies: Mr H.T. Potts and Mr K. Ino
Design and related studies: Mr C.E. Dennis and Mr C.A. Suggett
Painting and related studies: Mr J. Grzelecki and Mr G.R. Dupree
Print-making and related studies: Mr A. Shomaly and Mr L. Fusinato
Sculpture and related studies: Mr A.M. Maurits and Mr P.G. Cole

**ART THEORY UNITS:**

2121 | ART AS EXPRESSION AND REPRESENTATION

**Unit Advisers:** Mr K.E. Bensley, Ms J.A. Hoff

First Semester: Four hours per week - Unit Value of 1

**Prerequisites:** Nil
Unit Outline: Factors affecting human perception; colour and colour vision; ambiguous and paradoxical designs, theories of illusion; appearance and reality; feeling and artistic expression; human communication theory applied to art; two-dimensional art forms; three-dimensional art forms.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for oral or written examination.

2122 ART AS CONCEPT AND OBJECT

Unit Advisers: Mr K.E. Bensley, Ms J.A. Hoff

Second Semester: Four hours per week - Unit Value of 1

Prerequisites: Nil

Unit Outline: This unit also forms an introduction to contemporary ideas in Art Theory but the syllabus includes: history of changes in the concept of art; problems of definition and new and revised frameworks for expression; influences from science and technology; Duchamp and post-Duchampian experiments and proposals for art; introduction to problems of art criticism; survey of the visual arts, 1945-1975.

Assessment: As for unit 2121

2141 COMPUTERISED GRAPHIC APPLICATION AND TECHNIQUE

This unit will not be taught in 1983. Details will be found in the 1979 Handbook. However, students who could be interested in an Art Research Project based on some aspect of computer graphics may consult the Head of School for advice on possible instruction and supervision in 1983.

2223 PSYCHOLOGY OF VISUAL ART

2323 PSYCHOLOGY OF VISUAL ART

Unit Adviser: Mr K.E. Bensley

First Semester: Four hours per week - Unit Value of 1

Prerequisites: For 2223: units 2121 and 2122
For 2323: two Second Year Level Art Theory units other than 2223.

Two first level units in Psychology are also strongly advised as previous or concurrent studies. Students who have no previous background in Psychology should read a suitable introductory text as soon as possible and preferably before the course begins. Miller, G.A. Psychology: The Science of Mental Life, Penguin, is one recommendation.

Unit Outline: Background/history of the Psychology of Art; problems of perception; experiments with pictures; aesthetic judgments and preferences; psychoanalytic studies of art; the analysis of composition, form, balance, tension, light, space, movement, expression; the art of special groups; racial/cultural comparisons; children's art; the art of the insane; creativity and inspiration.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for oral or written examination.

2224 PHILOSOPHY OF VISUAL ART

2324 PHILOSOPHY OF VISUAL ART

These units will not be taught in 1983. They are expected to be offered again in 1984.

Unit Adviser: Mr K.E. Bensley

Second Semester: Four hours per week - Unit Value of 1

Prerequisites: For 2224: 2121 and 2122
For 2324: Two Second Year Level Art Theory units other than 2224

Unit Outline: Aesthetic judgements, propositions and arguments; the nature of works of art and the concept of aesthetic object; pictorial meaning and reference; artistic truth; symbolism; problems of intention; media and style; expression, empathy and response; critical analysis and evaluation.

Assessment: As for unit 2223.

2225 TOPICS IN HISTORICAL ART THEORY

2325 TOPICS IN HISTORICAL ART THEORY

Unit Adviser: Mr K.E. Bensley

First Semester: Four hours per week - Unit Value of 1

Prerequisites: For 2225: 2121 and 2122
For 2325: two Second Year Level Art Theory units other than 2225

Unit Outline: A selection of historical topics will be introduced. Students will make general surveys from the range offered from time to time and will also choose one area for study in depth. Topics include: Greek naturalism and philosophy of beauty; Early Christian art and Scholastic aesthetics; Scientific naturalism in the Renaissance; The concept of mannerism; Renaissance neoplatonism; and its influences on art; Problems in Iconology; Rationalist aesthetics.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

2226 TOPICS IN CONTEMPORARY ART THEORY

2326 TOPICS IN CONTEMPORARY ART THEORY

These units will not be taught in 1983. They are expected to be offered again in 1984.

Unit Adviser: Mr K.E. Bensley

Second Semester: Four hours per week - Unit Value of 1

Prerequisites: For 2226: 2121 and 2122
For 2326: Two Second Year Level Art Theory Units other than 2226

Unit Outline: Students will survey the selection of contemporary art topics offered for study from time to time, and will also choose one area for study in depth. Topics include: Dada and Anti-art; Constructivism; Cubism: The New Realism; Influence of Science and Technology, Conceptual Art;
Assessment: written with

2345 GEOLOGY FOR VISUAL ARTS
Unit Advisers: Mr H. Potts, Mr P.J. Walker
First Semester: Four hours per week - Unit Value of 1
Prerequisite: Permission of Unit Advisers

Unit Outline: This unit consists of two parts:
1. Unit 5202 Geology which is taught within the Schools of Engineering and Applied Science, together with;
2. Additional study in the School of Visual Arts to the satisfaction of the Unit Advisers. This will be in the form of appropriate research projects, such as developing glaze tests from geological assays and samples.

Assessment: Assessment will take into consideration the student's progress and achievement in both parts of the unit.

ART RESEARCH UNITS:
These units consist of theoretical and historical studies of a technique, medium, or art form. They may consist of enrolment in a Special Purpose Class or, after first year, in an individually guided project. Assessment normally requires the submission of written reports, including the presentation of the results of any practical investigations carried out.

NON-VISUAL ARTS UNITS:
These consist of approved units taught in other Schools of this Institute, e.g. English, Social Sciences, Core Studies, Education units, etc. Visual Arts students must comply with the regulations of other schools whilst enrolled in units taught by those Schools.

GRADUATE DIPLOMA IN VISUAL ARTS

The Graduate Diploma in Visual Arts course aims to provide an opportunity for the continuation and extension of studies in visual arts. To complete the requirements for the Graduate Diploma, students must achieve satisfactory accreditation in eight units of advanced work. Completion of an exhibition of work, approved research projects and/or supervised studies in the Visual Arts at advanced levels will be required.

The course may be completed in one year of full time study or the equivalent in part time study. Submissions from individual students will largely determine the content and character of their course. Units and programmes of study will be determined from time to time according to the expertise and interests of the staff and the availability of space, facilities and equipment.

Graduate Diploma students may concentrate their advanced studies within any of the disciplines, or combinations of disciplines, taught in the School. In this regard, the course should be seen as oriented towards investigations of ideas/subjects/themes, rather than towards studio disciplines per se.

The Graduate Diploma consists of an intensive course of professional training and therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant's proposals for advanced study projects. Applications will be carefully considered by the Board of Studies in Visual Arts and applicants will be expected to submit a written account of their previous training, work history and proposed advanced studies. Selected applicants are required to attend for a personal interview at which they are required to show evidence of their work to date and to elaborate on their proposed studies to members of the Board of Studies. Enquiries and submissions should be directed to the Head of School.

GRADUATE DIPLOMA UNITS
2401 Graduate Diploma Studies
2402 Graduate Diploma Studies
2403 Graduate Diploma Studies
2404 Graduate Diploma Studies
2405 Graduate Diploma Studies
2406 Graduate Diploma Studies
2407 Graduate Diploma Studies
2408 Graduate Diploma Studies

Unit Advisers: All Visual Arts Staff
Unit Value: Each unit has a value of 1
Unit Outlines: See General Course description above
Assessment: Assessment is based on class participation and on submission of studio work and/or written work as appropriate to the investigations carried out. Before the completion of the course, a final submission of work in an approved form, normally an exhibition, is required.
UNIT INDEX

This index is produced for students as a guide to units offered by the Institute. Detailed information of unit outlines, prerequisite and corequisite units etc. are contained within the relevant chapters of the Guide on the pages referred to in the index.

The units offered as listed in the Guide are correct at the time of publication. The Institute may withdraw units from the list due to staffing or other difficulties.

NOTE: 1. Units offered by Internal Study are marked 'I'.
2. Units offered by External Study are marked 'X'.
3. The column 'Course Eligibility' lists courses towards which the unit may be counted as credit. Courses are abbreviated as follows:

- BS BACHELOR OF APPLIED SCIENCE
- DS DIPLOMA OF APPLIED SCIENCE
- MS MASTER OF APPLIED SCIENCE
- BA BACHELOR OF ARTS
- DA DIPLOMA OF ARTS (Phased out)
- AW ASSOCIATE DIPLOMA IN WELFARE STUDIES
- GP GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY
- BB BACHELOR OF BUSINESS
- DB DIPLOMA OF BUSINESS (Phased out)
- AG ASSOCIATE DIPLOMA IN GENERAL ADMINISTRATION
- BE BACHELOR OF EDUCATION (BP - PRIMARY) (BC - SECONDARY) (BL - SCHOOL LIBRARIANSHIP)
- DT DIPLOMA OF TEACHING
- GA GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION
- GE GRADUATE DIPLOMA IN EDUCATION
- GL GRADUATE DIPLOMA IN LABOUR MANAGEMENT RELATIONS
- GR GRADUATE DIPLOMA IN ART EDUCATION
- AL ASSOCIATE DIPLOMA IN SCHOOL LIBRARIANSHIP
- BN BACHELOR OF ENGINEERING (BR - ELECTRICAL) (BM - MECHANICAL) (BT - ELECTROMECHANICAL) (BL - CIVIL)
- DC DIPLOMA OF ENGINEERING (CIVIL)
- AE ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION
- DV DIPLOMA OF ARTS (IN VISUAL ARTS)
- GV GRADUATE DIPLOMA OF VISUAL ARTS

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